



**Position Title:** Accounting Manager  
**Department:** Finance and Operations  
**FLSA Classification:** Full-time, Exempt  
**Reports to:** Chief Financial and Operations Officer  
**Supervises:** Business Office Associate  
**Last Revision:** March 2023

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### **About St. John's**

St. John's Episcopal School (SJES) is an independent, coeducational Episcopal school serving up to 500 students in Primary School through eighth grade. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive environment fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment.

We think of St. John's not only as a school, but also as a very special kind of community. We seek to employ people who – regardless of the role they play – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community.

### **Position Purpose**

Reporting to the Chief Financial and Operations Officer, the Accounting Manager holds a key leadership position at SJES.

The position is accountable for SJES accounting operations, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of SJES's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

The position provides leadership and coordination of organizational financial planning, cash management, associated debt financing, and risk management. Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish goals and objectives. Oversees ethical

financial management to include developing financial and budget policies and procedures with accountability and transparency.

## **DUTIES / RESPONSIBILITIES**

### **Management**

- Maintain a documented system of accounting policies and procedures.
- Manage outsourced functions.
- Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Recruit, train, and assist in evaluation of department staff.
- Direct and coordinate company financial planning and budget management functions.

### **Transactions**

- Ensure that accounts payable are processed and paid in a timely manner.
- Ensure that all reasonable discounts are taken on accounts payable.
- Ensure that accounts receivable is collected promptly.
- Ensure that payroll reconciliations are processed in a timely manner.
- Ensure that bank reconciliations are completed.
- Ensure that required debt payments are made on a timely basis.
- Maintain the chart of accounts.
- Maintain an orderly accounting filing system.
- Maintain a system of controls over accounting transactions.

### **Reporting**

- Issue timely and complete financial statements.
- Coordinate the preparation annual reports.
- Recommend benchmarks against which to measure the performance of company operations.
- Calculate and issue financial and operating metrics.
- Manage the production of the annual budget and forecasts.
- Calculate variances from the budget and report significant issues to management.
- Provide for a system of management cost reports.

- Provide financial analyses as needed, for capital investments, pricing decisions, and contract negotiations and forecasts.

### **Compliance**

- Coordinate the provision of information to external auditors for the annual audit.
- Monitor debt levels and compliance with debt covenants.
- Direct and coordinate debt financing and debt service payments with external agencies.
- Comply with local, state, and federal government reporting requirements and tax filings.

### **Other**

- Attend and contribute to regular Administrative and All-Employee meetings.
- Work in collaboration with members of the Leadership and Administrative teams for the benefit of SJES.
- Participate fully in the SJES community. Fulfill other duties as assigned, including but not limited to lunch, recess, and carpool duty as needed.

## **RELATIONSHIPS**

### **Internal**

- Maintain close, daily contact with staff (professional and volunteer) and supervisor. Communicate daily to receive / provide information, discuss issues, and explain or interpret guidelines / instructions.
- Model the mission, philosophy, and goals of SJES to all staff, parents, students, and the community.
- Supervise, coach, mentor and lead direct report(s). Empower reports to increasing ownership and independence through clear feedback, encouragement, and evaluations.
- Contribute to a safe, supportive School environment for both students and parents by acting with compassion and integrity in all situations, while at the same time maintaining appropriate professional boundaries.

## **External**

- Maintain contact with vendors, consultants, and service providers to maintain effective communication to give and obtain information, either in response to inquiries or as instructed by supervisor.
- Network with peers at other independent and Episcopal schools locally and nationally and remain aware and current of private school industry trends and activities.
- Attend conferences and professional meetings as needed.

## **SKILLS / KNOWLEDGE / REQUIREMENTS**

- Bachelor's degree, or equivalent business experience, in accounting or business administration and 10+ years of progressively responsible experience in a non-profit setting.
- Preference will be given to candidates with a Certified Public Accountant designation and with prior work history in public accounting and audit.
- Successful completion of National Criminal History Background check.
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality.
- Ability to motivate teams to produce quality materials in short timeframes / while effectively managing multiple projects.
- Prior supervisory experience.
- Ability to perform duties as a team player / problem-solver and work in stressful situations, accommodate change, and meet deadlines.
- Prior experience with Blackbaud Financial Edge (NXT) and Abila MIP accounting software.
- Experience in an independent school environment preferred.
- Demonstrated ability to embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of everyone.
- Demonstrated commitment to cultural competence through behaviors and attitudes that enable effective cross-cultural interactions.
- Ability to leverage the knowledge, skills, and abilities of colleagues in fulfillment of responsibilities.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

Primarily in an office environment, will be expected to travel as needed. Periodic weekend or evening work is expected:

- Regularly works in standard office conditions and climate, occasionally works outdoors.
- Regularly works at a computer screen for extended periods of time and occasionally moves around campus.
- Ability to lift items weighing up to 30 lbs.
- Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Stamina to maintain attention to detail despite interruptions.
- Ability to periodically work flexible hours to meet deadlines and support before and after-school or weekend events.

## **Supervisory Expectations**

This position supervises all accounting staff and any external contractors as used by the Finance Department.

## **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

## **How to Apply**

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Sue Trumbo, Chief People Officer

[strumbo@stjohnsschool.org](mailto:strumbo@stjohnsschool.org)

214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.