

## **Job Description**

**Position Title: Accounting Manager**

**Department: Finance**

**Reports to: Vice President of Operations**



### **Overall Responsibility:**

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- Personal commitment to the French Camp Academy mission statement
- Implementation and supervision of the overall Accounting function

### **Essential Duties and Responsibilities:**

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- Perform and supervise the completion of all matters pertaining to the Accounting function
- Perform and supervise the completion of other general administrative tasks relating to the Business affairs of the Academy as assigned

### **Skills and Attributes:**

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- Desire to grow spiritually in the study of God's Word and its application to daily life
- Desire to share the Gospel of Christ with the unsaved world
- Basic understanding of Christian education integrating faith and learning
- Basic understanding of Christian marriage and parenting
- Commitment to investing in the lives of young people

### **Experience Requirements:**

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- Technical knowledge in all areas necessary to the completion of the key tasks and responsibilities, some college level coursework in Accounting is preferred
- Good record in any previous work with young people

### **Some Details of Responsibilities:**

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- Knowledge and experience in the use of computers and related software, i.e., Accounting software, Excel, Access, Word and PowerPoint
- Knowledge and experience in the Accounting process sufficient to perform the essential duties
- Implementation of and supervision over the accounting function for FCA and WFCA which includes general ledger, accounts payable, accounts receivable, inventory, assets and asset management
- Prepare financial reports based on the accounting records for management and for the Board of Trustees to be presented by the CFO
- Assist to prepare the Annual Operating and Capital Budget
- Maintain control and accuracy of all gifts and related income

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- Obtain correct tracking of receipts and disbursement of all funds
- Prepare accounting schedules to facilitate the annual audit process
- Monitoring of activity in all of the endowment type funds
- Ability to supervise a purchasing and acquisition program
- Trustworthiness with confidential information and the ability to function as a team
- Perform general and administrative tasks as assigned

**NEED MORE INFORMATION:** For immediate reply, qualified applicants can contact Ms. Margie Newman, Human Resource Director, at [mnewman@frenchcamp.org](mailto:mnewman@frenchcamp.org) or by phone at 662-582-0483.