Account Manager

November 2026
Monday-Friday
8am-2pm

Job Summary

The Account Manager works in conjunction with the Business Manager of St. Luke's Episcopal School. The Account Manager of the school is expected to adhere to the standards of good accounting practice. In addition, the Account Manager is to exercise confidentiality and transparency appropriate to the task.

Essential Functions

- Responsible for the following financial tasks for the School Business Office:
  a. Accounts Receivable:
     1) Prepare and record deposits to Operating, Restricted, Designated, Permanent Endowment, and any other accounts.
     2) Re-counts various event funds such as concessions, athletic admissions, field trips, and other fundraisers.
     3) Generate daily deposit log
     4) Maintain files for completed deposits.
     5) Assist in the re-enrollment student contract process.
     6) Enter incidental charges to students' accounts.
     7) Communicate with parents regarding tuition and incidental billing.
  b. Accounts Payable:
     1) Transmit purchases through Amazon
     2) Review and validate invoices for payment on a weekly basis. Obtain approvals on all invoices for payment.
     3) Prepare accounts payable into accounting software.
     4) Provide payable purchase order or request for payment for Business Manager to review and approve.
     5) Provide list(s) of weekly payables.
     6) Prepare printed and signed checks for mailing.
     7) Generate paid invoices file for online positive pay transmission to the bank.

8) Maintain vendor files for paid invoices. Scan invoices into accounting software.
9) Verify that all recurring expenses (such as utilities and insurance) have been paid each month.
10) Reconcile credit card charges to transaction receipts.

- Responsible for Business Office Support, including:
  a. Perform research and provide reports for Business Manager regarding contributions, payments, budgets, etc.
  b. Process payroll.
  c. Employee payroll information maintenance.
  d. Gather information for 1099 Independent Contractor reporting to IRS.
  e. Assist in the open enrollment benefits process with staff and faculty.
  f. Assist with the preparation of the annual audit report.
  g. Assist with requested receipts, expenditures, reports, statements, etc. requested by the Auditor.
  h. Monthly bank reconciliation
  i. Inventory of property assets
- Perform all other duties as may be assigned.

Qualifications

- Accounting and bookkeeping skills and experience.
- At least two years of accounting or bookkeeping experience.
- Associate degree in accounting.
- Prior experience in school/church office administration is preferred but not required.
- Computer proficiency.
- Proficient in the use of QuickBooks, Excel, Clarity, Renweb School Management, Checkwriters, One Cause, Docusign, Stripe payments and other accounting/financial software.
- Training in Safeguarding God's Children and satisfactory completion of background screening.
- Must be detail oriented with the ability to effectively process multiple transactions
- Must be able to maintain confidentiality

Physical Requirements

- N/A

Core Competencies

- Excellent written and verbal communication skills.
- Outstanding organizing skills (gather and organize resources; multi-task: utilize resources effectively and efficiently)
- Strong ability to collaborate, demonstrate empathy, work well with others, and maintain a positive work environment.
- Exceptional work ethic.

Interested candidates should email their cover letter and resume to rmbaker@sles-sa.org.