

Trinity Christian School
875 Auloa Road
Kailua, Hawaii 96734

Position: Business Manager

Purpose: Maintain all accounting records and systems for financial reporting. Prepare timely and accurate financial statements. Utilize specialized accounting skills to develop and implement, after approval by the Board Finance committee, all accounting operations, systems, and procedures.

Essential job functions:

- Prepare monthly financial statements, schedules, and reports in a timely manner for submission to the Finance Committee of the School Board.
- Review and process adjustments to the monthly general ledger and subsidiary systems to assure proper timing of transactions and compliance with generally accepted accounting principals.
- Develop and review accounting procedures, systems and internal controls to assure the safeguarding of assets and the accuracy of financial information and review compliance with these systems and procedures.
- Prepare and/or review monthly balance sheet account reconciliations
- Review past due accounts and adequacy of allowance for bad debts.
- Review bank reconciliations and cash transfers.
- Compare monthly actual financial results to budgeted results and determine the reason for any material variances.
- Review accounts receivable and accounts payable subsidiary ledgers to assure prompt collection of student accounts and payment of invoices within vendor terms. Assure that any disputed items are resolved in a timely manner.
- Supervise and evaluate accounting staff.
- Review all tax payments and returns and other regulatory financial reports to assure accuracy and timeliness.
- Review financial and lease agreements
- Work with other school administrators to develop budget
- Support School Board in all financial matters
- Any additional duties as assigned
- Oversee the management of money at such events as: Spring Gala, Golf tournaments etc.
- Create document annually for School Board concerning Conflict of Interest
- Manage the 403(b) retirement plan and related plan documents
- Represent the School with companies supplying employee benefits (HMSA, Kaiser, etc.)

General Ledger

- Print and review general ledger
- Make journal entries for
 - a. Depreciation of assets
 - b. Amortization of prepaid expense
 - c. Accrual of expense and liabilities
 - d. Accrual of Interest income
 - e. Deferral and recognition of tuition and fees
 - f. Restrictions and un-restrictions of cash
 - g. Other required adjustments
- Print and balance financial statements by fund
- Prepare all worksheets for monthly closing
- Make adjustments to general ledger
- Print and distribute final financial statements to school board

Banking

- Keep maximum funds invested in interest bearing accounts
- Reconcile bank accounts

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Accountability:	Head of School; School Board Treasurer
Qualifications:	Minimum of a bachelor's degree
Classification:	Exempt
Supervisory Responsibilities:	Bookkeeper and Accounts Payable Clerk