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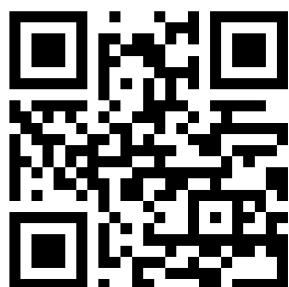
FULL-TIME

ACCOUNTING MANAGER

OUR OFFER

- ✓ Competitive Compensation
- ✓ Benefits: Health and WC
- ✓ Safe new campus/near I-85
- ✓ Tuition Discount for Children
- ✓ Strong Islamic Environment
- ✓ Dedicated & Qualified Staff

SCAN ME



JOB FUNCTION

Responsible for leading and overseeing financial activities, ensuring accurate accounting and timely reporting, and contributing to the school's financial stability and growth.

QUALIFICATIONS

- Bachelor's Degree in Business, Accounting, or Finance.
- 1-2 years' experience in managing accounting.

APPLY NOW

Send your cover letter and resume
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More information
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1835 Shackleford Court, Norcross, GA

GISA GEORGIA INDEPENDENT
SCHOOL ASSOCIATION

CollegeBoard

cognia

CISNA



TITLE:	Accounting Manager
REPORTS TO:	Principal
SUPERVISES:	Non-Instructional Classified Staff
JOB FUNCTION:	Responsible for leading and overseeing financial activities, ensuring accurate accounting and timely reporting, and contributing to the school's financial stability and growth.
Qualifications:	Bachelor's Degree in Business, Accounting or Finance.

Accounting Administration Functions:

- Supervise and evaluate Accounts and Payroll Specialist
- Manage school budget and reconciliation
- Respond to and resolve routine internal and external inquiries with parents, employees and school organizations within your domain
- Lead best-in-class accounting process and execution of accounts receivable, accounts payable, payroll, QuickBooks, and reconciliation
- Accountable for site level budget monitoring and management, with input into accurate and meaningful monthly expense allocations
- Review monthly financial reports and update monthly financial estimates templates.
- Manage and reconcile the school's petty cash funds; ensure accuracy of cash balance by month.
- Serves as additional approver for purchase requests
- Provide financial oversight related to the use of Budgeting and Forecasting systems, including invoice approval and developing the substitute teacher budget
- Lead the annual audit and tax preparation
- Provide monthly financial reporting and financial/business analysis as requested
- Lead monthly and quarterly financial close and reporting activities
- Manages all GaSSO related funding disbursement
- Manages donations and gift matching receipt communication
- Provide excellent customer service related to accounting, reporting, grant management, budgeting, including consistent accounting treatment of all transactions and timely, accurate reporting
- Ensures that the daily financial and accounting functions are in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable regulatory requirements including those set forth by the Federal Accounting Standards Board (FASB), and legal rules and regulations for non-profit operations designated as IRS 501(C)(3) and 501(C)(4) organizations

- Provides documentation for the federal and state tax return preparation, and supports annual financial audits and single audits as needed including agency monitoring visits, and ensuring “audit readiness” of assigned grants
- Approve all cash disbursements and monitor partner cash flow to ensure compliance with cash management policies
- Ensure financial transactions are recorded with precision to ensure compliance and adherence to proposed budgets and accurate financial and progress reporting.
- May be required to train and/or guide other team members
- Train leadership on use and confidentiality of monthly reports and financial statements.

Ability to:

- Work with Accounting Software (QuickBooks)
- Communicate effectively using speech, vision and hearing and in writing.
- Prepare and deliver oral presentations
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports
- Prioritize and schedule multiple priorities
- Train, supervise and evaluate personnel
- Maintain current knowledge of process and technology advances in the field
- Analyze situations accurately and adopt an effective course of action
- Understand and work within the scope of authority
- Meet schedules and timelines
- Plan and organize work
- Use computer, Microsoft Suite
- Effectively manage conflict