



General Purpose Statement

Under the supervision of the school Principal, the Finance Manager manages the day-to-day financial procedures and transactions of Emmanuel – St. Michael Lutheran School and ensures accuracy and integrity across financial management systems. The Finance Manager reports to the Lead Principal.

I. Qualifications

- Bachelor's degree in Finance or Accounting
- 5-10 years of experience in accounting and/or financial analysis
- Ability to work and effectively communicate with administrators, staff, and families
- Able to manage, guide and lead employees to ensure appropriate financial processes and internal controls are being used
- Working knowledge of statutory legislation and regulations
- Excellent judgment, analytical, and decision-making skills
- Strong demonstrated use of Excel, Word, and PowerPoint

II. Responsibilities

- Manage the day-to-day financial operations within the school (payroll, employee benefits, accounts payable, accounts receivable, and other transactions)
- Prepare and present monthly, quarterly, and annual nonprofit financial reports
- Work with Finance Committee to establish an annual budget
- Attend Finance Committee and Endowment Committee meetings
- Maintain long term trends and projections for the school's finances
- Process scholarship applications and facilitate meetings with families as required
- Manage the company's financial accounting, monitoring, and reporting systems
- Ensure compliance with accounting principles and regulatory requirements
- Work with external and workman's compensation auditors
- Other duties as required