



***Title:*** Financial Accounting Analyst

***Reports to:*** Business Manager

***Status/Hours:*** Full-time

***Job Classification:*** Exempt staff

***Date:*** October 2023

**Position Summary:**

This role will report to the Business Manager and will be involved in a variety of projects across the organization to help improve efficiencies, effectiveness, and long-term sustainable growth. As a member of the Business Office, the financial accounting analyst will function as the school's budget manager and assist department managers as they develop budgets, interpret results, and report results based on these indicators. The financial accounting analyst will be instrumental in the assembly of the month-end and year-end financial review and reporting process.

***Duties and Responsibilities:***

- Responsible for monthly accounting close process, including various journal entries and account reconciliations to maintain financial accuracy.
- In coordination with the CFO and Business Manager, manage the school's annual budgeting process to include input and ensure understanding of all departments and the management team.
- Develop monthly monitoring and reporting tools to track departmental performance against budget. Analyze and report on significant variances vs. the budget, identify risk & opportunities for the rest of the year and reflect those in an updated full-year forecast.
- Prepare full budget for the life cycle of capital projects. Monitor actual results vs. the project budgets, identify risks and opportunities, and maintain an updated forecast for the project(s).
- Preparing financial reports and modeling to inform decisions about enrollment management, advancement, alternative revenue development, and other matters and strategic initiatives.

- Preparing ad hoc financial analyses and reports as needed to support decision-making.
- Continuously improve financial processes and systems to enhance efficiency and accuracy.
- Prepare all periodic surveys and reports for school associations.

***Minimum Qualifications Required:***

- Bachelor's degree in accounting or finance plus 4+ years experience.
- Proficiency in Microsoft Excel and Powerpoint.
- Strong financial modeling and analytical abilities.
- Blackbaud or other financial reporting software a plus
- Attention to detail and accuracy.
- Ability to work with multiple financial systems and translate data between them.
- Excellent communication and writing skills are essential.
- Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
- Excellent judgment, independent creative problem-solving skills, and attention to details.

***Additional Requirements:***

- Successful completion of post-offer, pre-employment criminal background checks
- Work is performed indoors on a tobacco and cannabis smoke/vape free campus.

***Additional Information:***

*The essential functions and basic skills have been included. It is not intended or construed as an exclusive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by leadership as deemed appropriate.*

*Salisbury School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

Interested candidates should send a resume and cover letter to: [modnecker@saliburyschool.org](mailto:modnecker@saliburyschool.org).