



## **Monarch School Project Accounting Manager**

### **Monarch School Overview**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

The Accounting Manager is responsible for the day to day operations of the accounting department. With support from the Controller, the Accounting Manager will handle the day to day accounting functions including payroll, accounts payable, journal entry and budget reporting to staff.

### **Reporting Relationship**

The Accounting Manager reports directly to the Controller. The Accounting Manager must be able to communicate with other team members, Board of Directors, and external stakeholders.

### **Supervisory Responsibilities**

The incumbent in this position may have future supervisory responsibilities, as required.

### **Position Responsibilities and General Responsibilities**

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

- Manage the daily operations of the accounting department (accounting, budgeting, audit, tax, debt management, and compliance activities).
- Provide responsive, high-quality service to staff and contractors in a courteous, efficient and timely manner.
- Serve as the Accounting Department point of contact.
- Continually improve operational efficiency while ensuring adequate internal controls are in place.
- Prepare weekly and monthly financial management reports to the CEO and Director of Finance.
- Employee benefit management (medical, dental, vision, EAP and life insurance).
- Work with the Development Department to gather and disseminate financial information for restricted funding, grant applications and necessary reports.
- Manage gift card program (in-kind and purchased gift cards) for staff.

- Monitor cash account balances and make recommendations to the Director of Finance to transfer funds.
- Provide budget variance, analyses and answer budgetary questions as requested by staff.
- Participate in the annual audit and tax process.
- Process accounting schedules (allocations, facilities, prepaids, etc.).
- Perform interdepartmental billings (Monarch School Project and Monarch School 1625, LLC) and make recommendations to the Director of Finance to transfer funds.
- Process bi-weekly payroll through ADP.
- Work with new hires in getting payroll forms completed and set up in the payroll system.
- Process accounts payable weekly and create payments to vendors.
- Enter deposits into the donor database if needed by the Development Department and upload donation information to QuickBooks.
- Prepare documents and assist with workers compensation audit and claim process.
- Update accounting processes and procedures.

### **General Responsibilities**

- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Students Come First” at all times
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

### **Education and Experience**

- Bachelor’s Degree is preferred.
- 5+ years of relevant work experience is required.
- Non-profit organization experience is preferred.
- Computer skills including proficiency in the use of QuickBooks and Microsoft Word, Excel, PowerPoint, and Outlook is required.
- A high level of professionalism related to confidentiality, reliability, dependability, and integrity is required.
- Excellent time management and organizational skills are needed.
- Ability to handle multiple projects simultaneously and continuously seek process improvements is needed.
- Strong interpersonal skills, excellent oral and written communication skills are needed.

### **Preferred Skills**

- Strong Excel skills.
- Quickbooks desktop.
- Aptitude for numbers and systems.

### **Certificates and Licenses**

- A valid California Driver’s License

## **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## **Equal Opportunity Employment:**

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP 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, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, 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.

## **Job Status and Compensation**

This is a full-time, salary position, with pay starting at \$68,000 - \$74,000 annually.

Benefits include PTO starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

## **Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with “**Accounting Manager**” in the subject line. This position will remain open until filled.