

**Job Title: Financial Director/Bookkeeper**

**School Name: Laurence Manning Academy**

**Location: Manning, SC**

**About Us:** Laurence Manning Academy was founded in 1972 on the commitment to providing students in grades K3 through 12 with a high-quality education within a safe, friendly, and morally rich Christ-centered environment. With a focus on individualized learning, a supportive community, and a commitment to excellence, we are dedicated to preparing our students for success in their academic and personal lives.

**Position Overview:** We are seeking a highly motivated and detail-oriented individual to join our team as the **Financial Director/Bookkeeper**. The successful candidate will play a crucial role in managing the school's financial operations, ensuring compliance with regulatory requirements, and contributing to the overall success and sustainability of our institution.

**Responsibilities:**

**1. Financial Management:**

- Work directly with the Headmaster, Financial Committee and Board of Trustees in the school's budgeting process and financial planning.
- Manage accounts payable and receivable, ensuring accuracy and timeliness.
- Prepare financial reports for school leadership and board members.

**2. Bookkeeping:**

- Maintain accurate and up-to-date financial records using accounting software.
- Reconcile bank statements and other financial documents.
- Process payroll and ensure adherence to relevant tax regulations.

**3. Compliance and Reporting:**

- Ensure compliance with local, state, and federal financial regulations.
- Prepare and submit necessary financial reports to regulatory bodies.
- Work with auditors during annual audits.

**4. Strategic Financial Planning:**

- Collaborate with school leadership to develop and implement financial strategies.
- Provide financial insights to support decision-making processes.
- Identify opportunities for cost savings and revenue generation.

**Qualifications:**

- Bachelor's degree in finance, accounting, or a related field.
- Proven experience as a financial director or bookkeeper, preferably in an educational setting.
- Strong knowledge of accounting principles and practices.

- Proficiency in QuickBooks software, Microsoft Excel, and Microsoft Office. Experience with PowerSchool software is preferred.
- Excellent organizational and communication skills.
- Attention to detail and accuracy in financial record-keeping.
- Ability to work collaboratively in a team-oriented environment.
- Familiarity with nonprofit and educational financial management is a plus.

**How to Apply:**

**Applications are being accepted now through January 2024.** Interviews will be conducted on a rolling basis until the position is filled.

Interested candidates should submit a cover letter and resume to [tboykin@lmaedu.org](mailto:tboykin@lmaedu.org).

Please include "Financial Director/Bookkeeper Application - [Your Name]" in the subject line.

Laurence Manning Academy is an equal opportunity employer and encourages individuals who share our Christ-centered values to apply.

Note: The above job description is a general outline of the responsibilities and qualifications for the Financial Director/Bookkeeper position. Additional duties may be assigned as needed to support the goals and mission of Laurence Manning Academy.