



**Job Title: Accountant – Academia María Reina**

**Position Overview:**

Academia María Reina is an all-girls Catholic college preparatory school is seeking a compassionate and dedicated Accountant. The Accountant will play a crucial role in the financial operations of our institution, ensuring accuracy, compliance, and efficiency in all financial transactions and reporting processes. This position offers an exciting opportunity to contribute to the financial health and sustainability of our school while supporting our mission of academic excellence and student success. The ideal candidate will be committed to fostering a joyful atmosphere, upholding the values of the Sisters of St. Joseph of Brentwood, NY, and demonstrating a growth mindset. A strong commitment to diversity, equity, and inclusion, as well as dedication to social justice and lifelong learning, is essential.

**Responsibilities:**

**1. Financial Management:**

- Oversee day-to-day accounting activities, including accounts payable, accounts receivable, and general ledger entries.
- Monitor cash flow, budget variances, and financial performance to provide timely reports and analysis to school leadership.
- Maintain accurate records of financial transactions and ensure compliance with accounting principles and regulatory requirements.
- Coordinate with external auditors and regulatory agencies to facilitate audits and reviews as needed.

**2. Budgeting and Forecasting:**

- Assist in the development of annual budgets and financial forecasts in collaboration with school leadership and department heads.
- Track budget expenditures, identify variances, and provide recommendations for cost optimization and resource allocation.
- Prepare financial projections and reports to support long-term financial planning and decision-making.

**3. Financial Reporting:**

- Generate monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow statements.
- Analyze financial data and trends to communicate key insights and recommendations to stakeholders.
- Prepare and file required financial reports

**4. Compliance and Internal Controls:**

- Implement and maintain internal controls to safeguard financial assets and ensure the integrity of financial operations.

- Stay updated on accounting regulations, tax laws, and industry best practices to ensure compliance and mitigate risks.

- Provide guidance and training to staff members on financial policies, procedures, and compliance requirements.

**5. Collaborative Leadership:**

- Collaborate with colleagues across departments to support cross-functional initiatives and projects.

- Serve as a resource and advisor to school leadership, faculty, and staff on financial matters and strategic initiatives.

- Foster a culture of transparency, accountability, and continuous improvement within the finance department and across the organization.

**Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field; CPA certification preferred.

- Proven experience (3+ years) in accounting or finance roles, preferably in a non-profit or educational setting.

- Strong knowledge of accounting principles, financial reporting standards, and regulatory requirements.

- Proficiency in accounting software (e.g., Sage) and Microsoft Excel; experience with TwoPix, and Plus Portals is a plus.

- Excellent analytical skills with the ability to interpret financial data, identify trends, and make strategic recommendations.

- Effective communication and interpersonal skills, with the ability to collaborate across departments and interact with stakeholders at all levels.

- Detail-oriented and organized, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.

- Commitment to the mission and values of Academia María Reina, including a dedication to serving the needs of our students and community.

**Benefits:**

- Competitive salary commensurate with experience
- Comprehensive health, dental, and retirement benefits
- Professional development opportunities
- Vibrant and supportive work environment within a diverse and inclusive community

**Application Process:**

To apply, please submit a resume, cover letter, and contact information for three professional references through Academia María Reina's Website under the "Career" tab. Applications will be reviewed on a rolling basis until the position is filled.

Academia Maria Reina is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. We celebrate diversity and are committed to creating an inclusive environment for all employees.

