



**ACADEMICAWEST**

## **ACCOUNTING MANAGER**

Academica West, an established charter school management company located in Kaysville, Utah, is now accepting applications for a full-time Accounting Manager to work with charter schools contracted with Academica West in a variety of capacities. Duties associated with this position include, but are not limited to:

- Establish and maintain Board Relationships, by providing exceptional communication
- Ensure accurate and timely financial reports for Board and Administration presentations, financial audits, and government entities
- Ensure compliance with policies and procedures
- Oversee timely completion of reconciliations
- Help establish policies and procedures for the Accounting department
- Prepare accurate monthly and fiscal year budgets for organizations between \$3 million and \$15 million including fund allocation, revenue collection, budget projection, expenditures, etc.
- Assist in preparation of annual financial audits and non-profit tax informational returns (990s)
- Disseminate information to EMMA and bondholders as required by specific debt covenants
- Collect and submit documentation for state and federal education grants
- Assist in maintaining up-to-date accounting records
- Communicate effectively within the organization
- Other duties and special projects as assigned

Well qualified candidates will have prior experience working with budgets and internal and external reporting. A minimum of a Bachelor's Degree in Accounting or Finance is required with a CPA highly preferred. Intermediate to advanced skills using MS Office applications is also required with experience working with Intacct preferred. Candidates with non-profit or governmental accounting experience are encouraged to apply. A minimum of three (3) years' work experience is required. Candidate must have high attention to detail and accuracy.

Salary will be dependent upon experience and credentials. Position will be full-time.

Interested and qualified candidates should email a resume to [careers@academicawest.com](mailto:careers@academicawest.com).

Academica West is an Equal Opportunity Employer.