

St. John's Episcopal School

Senior Accountant

The CFO and School seek a professional with a minimum of 5 years of experience in accounting, bookkeeping and financial reporting & analysis. Candidates should have experience within "personal touch" business or nonprofit environments requiring both financial expertise and a strong ability to coach & communicate in writing and orally.

BACKGROUND

Established in 1988 and grounded in the rich history of diversity and excellence in Episcopal education, [St. John's Episcopal School](#) fosters every child's full intellectual, physical and spiritual development in a nurturing learning environment through programs built on a balance of tradition and innovation. The school provides a world-class STEAM (science, technology, engineering, arts and math) education within a faith-based culture that combines academic rigor with individualized instruction and meaningful character development. St. John's is a member of the National Association of Episcopal Schools, the National Association of Independent Schools, and is a fully accredited member of the California Association of Independent Schools and the National Association of the Education of Young Children.

The school is located 40 miles southeast of Los Angeles in Rancho Santa Margarita (Orange County). St. John's annually serves 510 students and their families, has a balanced budget of about \$10M, and 100 faculty and staff. Finances are responsibly managed, meaning that planning and budgeting processes are straightforward and there are strong controls in place to monitor actual expenses against plan. Multi-year investments in facilities, new programs and educational technology are undertaken with a strong focus on financial sustainability.

St John's has used a range of different systems over the last years, with various financial processes run by Blackbaud Financial Edge for most accounting and reporting, Facts Online Tuition Payment Management, and Paycom for payroll. Many of the school's core systems are currently being migrated to the Veracross software suite, and there is a possibility that some finance functions may also be migrated to Veracross. It is important that candidates have worked with different cloud-based financial systems, and know how such systems interact with other business systems used within customer serving environments. Some experience with the challenges of migrating systems and reconciling data shared by different platforms is advantageous. Candidates are not expected to have experience within a school environment or with systems like Veracross, Blackbaud and Facts, but some exposure to such environments has advantages.

BASIC FUNCTION

Reporting to the CFO, the Senior Accountant must have a sound understanding of GAAP accrual and cash accounting processes, systems and controls. Key responsibilities include:

- Support during the budgeting and financial planning process, entry of the budget into the school's systems, and regular reporting of budget vs actual amounts as the year progresses.
- Monthly and annual financial workflows and processes according to standards set by the CFO, with tasks that may include contributing to maintenance of GL/AR/AP/AR/PO systems; accounting for fixed and depreciating asset; executing monthly/quarterly/annual close processes.
- Producing required regular and customized ad hoc financial reports tied to the work and organizational structure of the school.



Other key responsibilities include, but are not limited to:

- Executing daily, monthly, quarterly and annual transactions, reconciliations and other financial responsibilities as required.
- Preparing and analyzing the first draft of financial reports prior to inclusion of key data in Finance and School Committee papers;
- Preparation and submission of documentation that is required by external auditors, accreditation organizations, regulatory oversight agencies and others, in the process functioning as a liaison on financial matters for St. John's Episcopal School.
- Provide accurate financial data shared with outside associations and partners, including CAIS/DASL (California Assoc. of Independent Schools), NBOA/BIIS (Business Leadership for Independent Schools), etc.;
- Review and analyze financial data provided by financial aid applicants, maintain orderly records of approved awards, and reconcile/correct data in the financial aid system.
- Deliver regular training on financial workflows and reports to all staff and in particular to department heads. Provide support to others as they produce and use financial information.
- Develop a close, empathetic and business-like collaboration with parents, faculty, staff and others that are part of the St. John's Episcopal School Family.

IDEAL EXPERIENCE AND CHARACTERISTICS

Candidates should have the following minimum experience and qualifications:

- Five+ years' experience of experience in a similar role, with the ability to shape financial systems, workflows and reports that are accurate and fulfill the business requirements of a similarly scaled organization.
- A mix of finance experience in customer serving nonprofit and business environments is favored. Experience in nonprofit accounting practices is important, but even more important is a demonstrated track record in quickly adapting to new financial environments and systems.
- Educational credentials should include a mix of study in the full range of financial accounting, bookkeeping and cash flow management workflows, which might be in the form of a BA or equivalent in accounting, a CPA, or other such certifications.

COMPENSATION

\$80,000 - \$110,000 annually.

For more information please contact:

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