

JOB DESCRIPTION: FINANCE MANAGER, WICHITA FRIENDS SCHOOL

Starting Date: June 3, 2024

To inquire: Contact Dr. Shelly Hoffman, Head of School, shoffman@wichitafriendsschool.org, 316-729-0303

POSITION SUMMARY: This position acts as the primary fiscal officer and is responsible for the management and record keeping for the financial program of Wichita Friends School (WFS). In collaboration with the finance team, the Finance Manager is responsible for developing, implementing, and maintaining WFS's accounting, cash management, revenue and procedures to ensure WFS is able to meet its financial commitments and manage cash flow in the most effective way. In addition, the Finance Manager ensures all services and organizational activities comply with applicable regulatory and licensing agencies and meet the highest standards of financial integrity.

PRIMARY RESPONSIBILITIES: Posting to journals and ledgers; preparing financial statements; analyzing financial data; and overseeing other financial tasks. Prioritize the plan for financial aid matters in conjunction with the Head of School. Investigate and interpret the requirements placed on a nonprofit organization by the IRS, state, and other regulatory agencies. Prepare the books and documentation for the 990 audit. Create annual preparation and implementation of the budget. Track all income and expense and manage all accounts/donations/balances. Provides monthly reports to the Finance Committee team and the Head of School on status of payables, bank balances, and overall financial status of the school. Manage tuition payments and statements; Post customer information, charges, payments, account balances, contracts and collection processes. Post donor information, contributions, issue receipts and year-end statements. Prepare and post deposits. Oversees all aspects of the financial records including financial, budgeting and tax reporting as required. Other duties as assigned.

HUMAN RESOURCE RESPONSIBILITIES: Provides vital Administrative support to staff and to the Head of School. To establish appropriate work conditions, including but not limited to compliance, payroll, insurance policies, benefits, record keeping and other important related tasks.

QUALIFICATIONS: Bachelors degree in business, finance, accounting, or other related field or equivalent experience. The ability to communicate and collaborate with staff, organizations, and donors. Skilled in operating QuickBooks accounting software, word processing and spreadsheets. The ability to deal with sensitive information with integrity and confidentiality. Security with finger printing through KBI and credit check required.

MACHINES, EQUIPMENT, SOFTWARE USED: Computer, adding machine, phone system, copier, fax, Quick Books, Microsoft Office, Word, Excel and Bloomerang.

WORKING ENVIRONMENT: Office duties. Occasional social events involving students, parents, and the school community.

PHYSICAL DEMANDS: Since part of the school is accessible only by stairs, the ability to negotiate stairs is desirable. The location of the school makes personal transportation a necessity.