

**Westside Christian Academy**  
**Westlake, Ohio 44145**  
**Accounting Manager**

### **Our Mission & Philosophy**

Westside Christian Academy (WCA) is a 501 (c)(3) organization that seeks to aid children in their moral and academic development in order to be equipped to fulfill God's purpose for their lives in the home, church, and society. WCA, as an extension of the home and of the church, exists to fulfill God's commands to raise children "in the nurture and admonition of the Lord."

### **Description & Responsibilities**

Westside Christian Academy is looking for an experienced accounting manager to join the ministry of the academy. This full-time position reports directly to the Director of Finance. The accounting manager is responsible for maintaining accurate financial records in accordance with Generally Accepted Accounting Principles (GAAP). This position will be responsible for managing accounting functions, including: financial reporting, budgeting and forecasting, general ledger closing, account and bank reconciliations.

### **Ministry Requirements**

- Faithful disciple of Jesus Christ and consistent attender/contributor to the local church
- Demonstrates character aligned with WCA's statement of faith, mission, and core values

### **Job Requirements**

- High level of integrity and humility
- Ability to establish and manage relationships
- Previous experience in accounting and financial management
- Manage monthly closing process
- Establish and maintain accounting policies, procedures, and controls
- Process payroll and manage benefits
- Preparation of reports for Finance Committee/Board meetings
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team or self-directed model
- Well organized, attention to detail, excellent time management skills with an emphasis on accuracy
- Able to analyze information, deal with complexity and follow assigned tasks through to completion
- Expert computer skills: QuickBooks Online, Microsoft Office Suite, Google Suite
- Excellent written and verbal communication skills
- Other duties as required

### **Compensation**

- Salary commensurate with experience, sick pay, matching SIMPLE IRA program