



- d. Reviews and approves journal entries, reconciliations, agency and restricted account activity.
4. Leads the budget process and the development of the annual operating and capital budgets of the school.
5. Coordinates financial efforts of department managers, instructional faculty/staff, and office staff:
  - a. Coordinates and oversees the contracts and services for all departments, including facilities, grounds, and IT.
  - b. Coordinates and oversees capital/construction/renovation projects with the Facilities Manager, IT Director, and other school staff.
  - c. Works with the Principal, Facilities Manager, and Building and Development Committee to plan and coordinate the use of school's facilities and maintenance of a campus facilities' master plans.
6. Responsible for employment paperwork in consultation with the NCC Human Resources Department.
7. Guides the accounting team providing oversight, training, and leadership.
8. Perform other duties as assigned by the Principal.

### **JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

#### **Education and/or Experience**

Bachelor's degree in Accounting, Finance or Business. CPA and/or CMA preferred but not required. 5-7 plus years of managerial accounting and financial management experience.

#### **Language Skills**

Must possess the ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Must possess the ability to read and write functional English.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Must have a wide range of knowledge of accounting principles and be able to apply those principles effectively on a regular basis.

#### **Reasoning Ability**

Ability to work without direct supervision, and efficiently manage tasks and time. Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Certificates, Licenses, Registrations**

None required

**Other Skills and Abilities**

Computer skills and familiarity with various accounting software (word processing and spreadsheet) is required. Ability to work independently and maintain confidences. Ability to work with culturally and ethnically diverse groups. Strong organizational skills, attention to detail, ability to prioritize and meet deadlines.

**Physical Demands**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, hand or feel objects, or controls; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision, depth perception and the ability to adjust focus.

**Work Environment**

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated.

**\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**