



Accounting Manager

OUR MISSION

The mission of Boston Collegiate Charter School (BCCS) is simple yet ambitious: to prepare each student for college. We offer an academically rigorous college preparatory curriculum for 700 students in fifth through twelfth grades. 100% of our graduates have been accepted to college; the majority of them will be the first in their families to complete a college degree.

OUR VISION

All BCCS students will graduate empowered to choose their own directions, with options aligned with their passions and interests and with the critical thinking capability to choose wisely. They will be equipped not only to go to college, but to thrive there. They will have the skills and the leadership mindsets necessary to make an impact in their communities and beyond. To achieve this vision of our graduates, BCCS will be a leading school in academically rigorous, equitable, and inclusive educational practices in Boston. BCCS will create opportunities for each student to thrive and cultivate the unique talents that each student brings. BCCS will be a beacon of the twin pillars of scholarship and belonging, and thus a national model for what integrated education can look like at its best.

CURRENT OPENING

We are looking for a self-reflective, analytic, dedicated, and passionate Accounting Manager who wants to join a dynamic and flexible Finance team. This position reports to the Chief Financial Officer. This role is a full-time, exempt position.

RESPONSIBILITIES

- Manage the organization's accounting functions such as:
 - Posting daily bank transactions to the general ledger,
 - Preparing and reviewing monthly journal entries required for month and year-end closing,
 - Maintaining the general and subsidiary ledgers,
 - Entering accounts payable, including reconciliation of the organization's credit card,
 - Entering and monitoring accounts receivable,
 - Performing grant accounting;
- Maintain the organization's financial security by following and recommending internal controls;
- Implement tools and reports as necessary for the efficient management of the school's business operations such as:
 - Monthly departmental Actual to Budget Reports,
 - Private and Government Grant Spending Reports,
 - Recommending new tools/ process to improve efficiencies and finance team objectives;
- Place requested orders for purchasing throughout the year and place all back-to-school orders;
- Support the annual audit and budget process; and
- Maintain in all things a customer-service orientation and a warm approach, recognizing that the Finance function of the school is in support of the staff who ultimately support the students we serve.

As a strong candidate for our position, you will...

Have the following qualifications and experience

- At least four years of experience in accounting (required)
- At least two years of experience working in a public school, charter school, or not-for-profit organization (preferred)
- A Bachelor's degree in accounting or in a related subject area (preferred)
- Detail orientation and excellent organization and time management skills (required)
- Proficiency in Microsoft Office Suite and/or Google Workspace (required)
- Proficiency in QuickBooks, Bill.com and ADP (preferred)

Be able and willing to

- communicate and collaborate with colleagues from all areas of the school
- actively contribute to the school and your position-based team
- learn about and practice anti-racism in your role

Believe

- in the school's core values of: scholarship, belonging, passion, responsibility, and integrity
- that you will grow in your role best when you are held to high expectations for work quality and collaboration
- in the importance of feedback in the pursuit of continuous improvement

JOIN OUR TEAM

To learn even more about working at Boston Collegiate Charter School, please visit our open positions via PDF, posted [on our website](#). To formally apply, please [submit an application](#). No telephone or email inquiries, please.

Boston Collegiate is an equal opportunity employer. Accordingly, we make employment decisions without regard to race, color, religion, national origin, age, gender, gender identity, sexual orientation, veteran status, genetic information, disability or any other classification protected by applicable local, state or federal law. Boston Collegiate is committed to building a supportive and inclusive workplace that reflects the diversity of Boston.