



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to

Brian Reid, Director of Finance, at b Reid@westsideacademy.org

ACCOUNTING MANAGER

Full-time, begins immediately

Westside Christian Academy is seeking an experienced accounting manager to join an established team to assist in fulfilling the mission of our school. This full-time position reports directly to the Director of Finance.

RESPONSIBILITIES INCLUDE

- Maintaining accurate financial records in accordance with Generally Accepted Accounting Principles (GAAP)
- Managing accounting functions that include financial reporting, budgeting and forecasting, general ledger closing, account and bank reconciliations
- Assisting with occasional other finance office tasks/opportunities as needed
- Processing payroll and manage benefits
- Preparing reports for Finance Committee/Board meetings

QUALIFICATIONS

- Faithful disciple of Jesus Christ and consistent attender/contributor of a local church
- Demonstrates character aligned with WCA's statement of faith, mission, and core values
- High level of integrity and humility
- Ability to establish and manage relationships
- Previous experience in accounting and financial management
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team and also independently
- 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

COMPENSATION

Commensurate with experience

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at www.WestsideAcademy.org