

Pathway Mission Statement

The Pathway School develops and implements innovative, quality programs and services that enrich the lives of children and young adults with special needs. Pathway builds the independence of its students in a nurturing and challenging environment that best prepares them for life after Pathway. Throughout all this growth, the school's mission has remained the same: to build academic, social and life skills in students with special needs to promote their success and independence after Pathway.

POSITION: Accounting Manager

DEPARTMENT: Finance

RELATIONSHIPS: Reports to the Chief Financial Officer, interface with Department Directors, supervises AP and Payroll Accountant

FUNCTIONS: Primary responsibility is to develop and implement systems for collecting, analyzing, verifying, and reporting financial information in order to achieve operational objectives.

QUALIFICATIONS:

Education: Bachelor of Science degree in Accounting
CPA preferred.

Experience: Minimum of 3 years Public Accounting Experience and a minimum of 3 years in corporate accounting as an Accounting Manager or Controller

Core Competencies:

- Manages change effectively.
- Effective problem solving skills. Ability to be innovative and creative.
- Provides a high level of service to both internal and external customers.
- Ability to communicate, and collaborate at all levels.
- Positive leadership skills.

Knowledge, Skills and Abilities:

- Solid budget development and forecasting skills necessary.
- Proficiency in Microsoft Office, MS Dynamics SL, Management Reporter and Payroll Systems
- Experience in non-profit or in an education setting a plus.

PROFESSIONAL RESPONSIBILITIES:

1. Responsible for the school's accounting controls, policies and procedures under the direction of the CFO. Guide the finance department by researching and interpreting accounting policy; applying observations and

recommendations to operational issues. Safeguard assets by establishing internal controls. Maintain the general ledger; adhere to monthly close and perform account reconciliations. Meet accounting financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; and periodic forecasts.

2. Prepare management reports using Management Reporter. Utilize MS Dynamics SL and implement Microsoft Dynamic SL upgrades.
3. Provide accounting and tax information to auditors and tax return preparers and oversee audits and tax filing requirements.
4. Responsible for monthly financial statements, quarterly finance committee reports, and departmental cost reporting. Work with Department Directors on actual vs. budget variances and provide periodic reforecasts.
5. Work closely with the School's Treasury Manager. Confirm financial status by monitoring revenue and expenses; coordinate the collection, consolidation, and evaluation of financial data; preparing special reports.
6. Oversight of the accounts payable and payroll accountant working in coordination with the human resource office on all payroll issues. Implement the time management system and Paycheck upgrades

Physical Requirements:

This position requires a high level of energy. Physical activities can include both sitting and standing for long periods of time; lifting, climbing, bending/stooping, grasping and pulling. Must have full range of motion in order to provide possible emergency care and/or administer effective/safe CPI techniques. This position requires walking and could include working in both an indoor environment as well as an outdoor environment (cold/hot).

Compliance Requirements:

- Must comply with Act 168 and submit a completed Sexual Misconduct Form;
- Must meet all PDE compliancy guidelines (Child Abuse Clearance, PA State Background Check, FBI Clearance and Physical with TB Testing and Drug Test);
- Must be able and eligible to drive in this classroom environment with a current and clean PA Driver's License

By signing this document, I am acknowledging that I have read and understand its contents and accept this document as a description of my duties with The Pathway School. The above duties and responsibilities designated as essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge,

skills, and/or ability deemed necessary to perform the job proficiently. The job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Employees may be asked to perform other job-related functions.

HR Review/Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____