



7300 River Road, Bethesda Maryland 20817
p: 301.365.4355 f: 301.469.8611 www.theprimarydayschool.org

The Primary Day School

Accounting Manager Job Description

Reports to: Business Manager

Classification: This is a Full-time, 12-month position; work days are Monday through Friday 7:40am-4:00pm.

Objective: To manage the Accounting Department; manage and administer the full cycle of the monthly payroll processing; administer the student billing process; assist with the student financial aid process; manage the School's annual financial audit; and other duties as assigned by the Business Manager and Head of School.

Summary Responsibilities:

- Manage the accounting function of the school, ensuring accurate and timely data entries to the accounting system and coherent financial reporting;
- Accurately and efficiently enter into the accounting system data related to payables and receivables;
- Ensure all vendor invoices are paid in a timely manner;
- Process all incoming cash receipts and deposits, maintaining daily cash balances and reviewing bank reports daily;
- Review bank statements and investment account statements monthly and reconcile to the general ledger;
- Review all other GL accounts, reconcile monthly, and prepare monthly financial reports;
- Prepare financial reports for quarterly Finance Committee and Board of Trustees meetings
- Coordinate with the advancement office to prepare monthly/quarterly reconciliation reports;
- Assist in the preparation and monitoring of departmental budgets and forecasts;
- Oversee student billing and all family communications related to financial obligations and collections efforts;
- Manage the school's annual audit, including preparation of schedules, and review the Form 990;
- Establish and maintain appropriate procedures and controls for all financial systems in accordance with AICPA and FASB standards and oversee all functions of the accounting office;
- Communicate accounting policies and procedures to employees as needed and ensure compliance with policies;
- Oversee business and operations records retention;
- Participate in external surveys and reports (ex: NAIS DASL);
- Maintain cordial relationships with all school vendors, including the school's auditors;
- Participate in professional development to ensure understanding of current GAAP and accounting regulations.

Qualifications:

- Bachelor's degree in accounting or related field preferred;
- Experience working in non-profit accounting preferred; experience in a school environment preferred;
- Strong interpersonal skills with the ability to cultivate effective, professional relationships with families, faculty and staff;
- Strong problem-solving skills;
- Highly organized and detail-oriented;



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- Ability to carry out duties and responsibilities confidentially and in an accurate and timely manner with a high degree of autonomy, personal initiative and ownership, and minimal direction;
- Professional presentation and excellent written communication skills;
- High ethical standards and strong professional boundaries;
- Proficiency with QuickBooks Accounting, Microsoft Excel and Word, Paychex Flex Payroll System. Veracross Tuition Management System or similar system, Clarity Financial Aid, and Diamond Mind/Campus Pay Software a plus.

The above referenced job summary is a guideline designed to present an overview of the job duties and is not intended to be a comprehensive list of responsibilities and requirements.

To Apply:

Primary Day offers a competitive salary and benefits package. Interested candidates for the position are encouraged to review Primary Day's website at www.theprimarydayschool.org. To apply for the position, please send the following to d.evans@theprimarydayschool.org.

- letter of interest
- desired salary range
- current resume
- completed application, [application available](#) on the school's website
- a list of three professional references

APPLICATION DEADLINE: March 1, 2025

No Phone Inquiries Please

The Primary Day School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.