

SCHOOL FINANCE MANAGER

Job Description

Myron B. Thompson Academy is seeking qualified School Finance Manager to oversee and manage all financial aspects of Myron B. Thompson Academy.

Responsibilities

- Develop and manage annual school budgets.
- Prepare and present financial reports to school leadership.
- Oversee accounts payable and receivable processes.
- Ensure compliance with financial regulations and policies.
- Manage payroll and procurement activities.
- Monitor and forecast financial performance.
- Coordinate with external auditors for annual audits.
- Implement and maintain internal financial controls.
- Oversee grant management and reporting.
- Advise school leadership on financial planning and strategy.

Minimum Qualifications

- Degree in Finance, Accounting, or related field.
- Proven experience in financial management, preferably in education.
- Strong knowledge of budgeting and financial reporting.
- Familiarity with school funding mechanisms and regulations.
- Excellent analytical and organizational skills.
- Proficiency in financial software and Microsoft Office Suite.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- High level of integrity and ethical standards.
- Attention to detail and accuracy

Salary: Commensurate with HDOE salary schedule.

Job Type: Full-time

INTERESTED APPLICANTS are asked to send a resume to:
msoshiro@ethompson.org