



Maplewood Richmond Heights School District

2650 South Hanley Road Suite #300
St. Louis, MO 63144
(314)644-4400 Fax: (314)781-3160

School Accounting Manager 23-24 School Year

Supervisor: CFO

Primary Responsibilities: Performs district accounting and business functions while collaborating with stakeholders in a shared vision for the future of the MRH School District. Obtains and records financial data for use in maintaining accounting and statistical records in accordance with the laws of the State of Missouri, the policies of the district, and within the duties outlined below.

Qualifications/Education/Experience:

- B.S. in Accounting or Finance with a preference for CPA and/or MBA.
- Prior experience in finance operations and training with computer software and accounting applications with preference provided to candidates with public school experience.
- Must have effective oral, written, and interpersonal communication skills.
- Ability to perform basic mathematical calculations and solve practical problems dealing with a variety of concrete variables in situations where only limited standardization exists.
- Ability to create, maintain, and evaluate accounting spreadsheets and related information.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
- Detailed-oriented, strong organizational skills, and the ability to work independently.
- Ability to learn and utilize software programs and/or databases as related to finance management.
- Knowledge of current state and federal statutes and regulations governing fiscal management.
- Ability to perform duties in full compliance with all district policies and procedures.

Essential Functions:

- Maintains confidentiality of information gained through the performance of the position.
- Assumes responsibility for an accounting procedure adequate to record in detail all money and credit transactions.

- Submits reports as necessary.
- Compiles necessary statistical data for the preparation of the fiscal budget.
- Assists the Chief Financial Officer with the maintenance of the school budget and other business needs.
- Examines work for proper coding, exactness, and conformance to policies, procedures, and Missouri state accounting manual.
- Makes deposits, moves money between accounts, and reconciles bank statements.
- Assists in the determination of amount and duration of investments.
- Maintains general ledger, makes transactions, and keeps the ledger in balance.
- Examines the ledger accounts to guard against over-expenditures.
- Supervises the collection, safekeeping, and distribution of all funds.
- Assists in preparation of financial reports as required by state and federal agencies having jurisdiction over public school funds.
- Performs accounting and bookkeeping duties.
- Studies and standardizes procedures to improve efficiency and accuracy.
- Works with and assists all business office personnel.
- Assists in school transportation calculations related to ASBR reporting.
- Other related duties as assigned by the Superintendent of Schools and Chief Financial Officer.

Terms of Employment: Employed for a full time 12-month period with salary and benefits set by the Board of Education.

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://www.applitrack.com/mrhschools/onlineapp/>

Notice of Non-Discrimination

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR and DEI 7539 Manchester Rd, Maplewood, MO 63143 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Posting: 10/20/23

***MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**