



BRIDGTON

A C A D E M Y

Business Office Manager/Administrator/Staff Accountant

Full time, 12-month position available immediately.

Bridgton Academy, established in 1808, is the nation's leading postgraduate program for boys. In the year between high school and college, we prepare young men to achieve their goals by providing unmatched college-preparatory academic instruction, NCAA-level athletic development, and a deliberate residential campus experience that fosters personal growth, self-confidence, and the independence to be successful in college and life beyond.

Located in the Lakes Region of Western Maine, Bridgton students and staff enjoy opportunities to study, work, and recreate in one of the most scenic places in New England, as well as enjoy a positive and rewarding work environment within our state-of-the-art campus facilities.

Bridgton Academy is seeking a Business Office Manager/Administrator/Staff Accountant to join its team to help manage the financial, accounting and administrative operations of the academy. Reporting to the Chief Financial Officer of the Academy, this individual will be tasked a wide variety of responsibilities, including complete accounting management and oversight, assisting with various financial audits, working closely with Admissions and student accounts, managing financial related matters and interaction with students and families, revenue and expense, and capital expenditure reporting, endowment fund administration, and treasury and cash management functions. The role requires an enthusiastic, detail-oriented team player that feels comfortable working in a dynamic, fast-paced environment.

Requirements:

- Solid understanding of accounting principles and general knowledge of the fundamentals associated with different functional areas of accounting
- Familiar with accounting software (QB Online experience is a plus) and general ledger management
- Experience managing banking, treasury, and cash flow within multiple operating and capital accounts
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to work independently as well as part of a team

- Proficient use of Microsoft Office Suite, especially Word, Excel, and PowerPoint

Qualifications

- Bachelor's degree in accounting, finance, or related field
- Minimum of 5 years of relevant experience in accounting or finance roles
- Proficiency in Microsoft Excel and other accounting software
- Strong analytical and problem-solving skills
- Ability to prioritize and complete multiple tasks effectively within established timeframes in a fast-paced dynamic environment
- Strong communication and interpersonal skills, ability to convey accounting concepts to non-accounting business partners

Duties/Responsibilities:

- Maintain and reconcile general ledger accounts to ensure accuracy and completeness of financial data.
- Prepare journal entries for Income Statement and Balance Sheet transactions, including various revenue, deferred revenue, expense and capital transactions.
- Prepare monthly bank reconciliations and analyze discrepancies as needed.
- Assist with month-end and year-end closing processes.
- Efficiently create accounting documents, reports and reconciliations using spreadsheet, database and accounting software in a timely fashion.
- Ensure compliance with company policies, procedures, and accounting standards.
- Collaborate with other departments to address financial inquiries and provide support as needed.
- Contribute to process improvements and efficiency initiatives within the accounting function.
- Verify and/or complete payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts.
- Provide outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Assist in the filing of tax forms with federal, state, and local government agencies.
- Work closely with Admissions to manage student tuition and expense accounts
- Work closely with Advancement on donation processing and accounting including proper tracking and reporting. Work in conjunction with Advancement on endowment draw, designation, and reporting.

SALARY AND BENEFITS

Competitive salary commensurate with experience. This position has the added benefit of workplace flexibility.

Bridgton Academy offers a robust, competitive benefits package including medical, dental, vision, short- and long-term disability, life insurance, a very generous paid time off policy, and a retirement plan with company match.

APPLICATION:

For consideration, please email a cover letter, resume, and the names with contact information of three professional references to Ares **Michaelides, Chief Financial Officer, at** amichaelides@bridgtonacademy.org. Applications will be reviewed until the position is filled.

***Bridgton Academy** is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by law.*