

**JOB DESCRIPTION**

**Position**: Accounts Manager

The Institute for the Development of Young Leaders (IDYL) is a child centered educational environment that is inspiring, intellectually stimulating, personally affirming and emotionally supportive.

The Institute for the Development of Young Leaders (IDYL) is committed to improving outcomes for children and families in the state of North Carolina and around the world. We provide meaningful education designed to engage and empower students with a vision for them as global leaders. This position reports to the CEO.

We are seeking a self-motivated, organized, collaborative, detailed finance professional to support our accomplishing our mission through working with us in furthering the our business practices.

**Primary Role**: The employee will assist the CEO in carrying out financial activities pursuant to State and Federal laws and consistent with the values and mission of the organization.

**Qualifications**: Bachelor’s Degree in Finance, accounting or equivalent degree, people-oriented, familiarity with productivity and accountability software, strong organizational skills, self-motivated, detail oriented, and prior experience working with financial accounts Knowledge in writing grants, and charter school operations preferred.

 **Duties, and Responsibilities include:**

Handling all aspects of Payroll

Making and reporting all revenue to the appropriate systems

Budget Reconciliation activities

Developing projected budget

Creating Profit and loss reports for the CEO

Creating expenditure reports for regulatory bodies review

Arranges travel schedules, make reservations and prepares travel

Ability to make minor administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures

* Process accounts payable and receivable
* Utilize database software to organize financial account information
* Handle account inquiries from internal and external sources
* Review invoices for accuracy- cross check every invoice with contract or itemized services/products rendered to make sure no over billing occurs
* Communicate with customers is a regular duty of this job; send bills to customers; processes refunds; interact with collection agencies on past-due accounts; and, work to resolve billing disputes.
* Create and monitor internal auditing procedures
* solve problem when accounting numbers are not in sync.
* Review contracts for accuracy
* Maintain accurate financial records

Update financial operations policies and procedure manual