MANOR COLLEGE

700 Fox Chase Road
Jenkintown, PA 19046
215.884.2216
215.576.6564
manor.edu

About Manor College

Manor College is a private, nonprofit Catholic institution committed to providing a transformative education in a close-knit learning environment. With an annual operating budget of approximately $10 million, the College is focused on academic excellence, student success, and strong financial stewardship.

Position Summary

The **Senior Financial Operations Accountant** will play a key role in supporting the College's Business Office and the Vice President of Finance and Facilities. This position is responsible for maintaining accurate financial records, ensuring compliance with nonprofit and higher education accounting standards, and assisting with financial reporting, audits, tax filings, payroll, accounts payable and budget preparation. This position requires a high level of confidentiality, strong professional judgment, and the ability to identify unusual or unfamiliar transactions. The role also requires strict adherence to all applicable local, state, and federal laws, regulations, policies, and compliance standards while maintaining accuracy, integrity, and professionalism in all aspects of the job.

Job Types: Full-Time, Exempt, 12 Month Position

Reports To: Vice President of Finance and Facilities

Key Responsibilities

- Provides direct accounting and reporting support to the Vice President of Finance and Facilities and the Business Office.
- Prepares and posts journal entries, accruals, and reclassifications.
- Reconciles bank accounts, general ledger accounts, and subsidiary ledgers monthly.
- Tracks tuition receivables, deferred revenue, and student accounts in coordination with Student Accounts and the Registrar.
- Monitors and reports on restricted/unrestricted funds, grants, donations, endowments, and scholarships.
- Processes accounts payable and receivable while ensuring strong internal controls.
- Processes payroll while ensuring strong internal controls.
- Assists with payroll reconciliations and employee benefits accounting.
- Supports preparation of schedules and documentation for external audits and compliance filings (state, federal, Title III/IV).

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- Contributes to budget preparation, monthly variance analysis, and departmental reporting.
- Participates in the development and monitoring of internal control policies and procedures.
- Handles confidential and sensitive information in a professional manner at all times.
- Promotes and uphold Manor's Catholic Basilian Mission.
- Other duties may be assigned at the discretion of the Vice President of Finance & Facilities and/or the College's President.

Qualifications

- Bachelor's degree in Accounting, Finance, or related field required.
- 3–5 years of higher education and/or nonprofit accounting experience required.
- Solid knowledge of GAAP and fund accounting principles.
- Familiarity with accounting systems (Blackbaud or similar financial software preferred).
- CPA or MBA, preferred or the willingness to acquire.
- Proficiency in Microsoft Excel and financial reporting.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Collaborative team player with excellent communication skills.
- Working knowledge of the ADP Payroll/HRIS Systems or any related payroll systems.

How to Apply

Qualified individuals should email their resume including a cover letter with salary requirements to the attention of Human Resources at **jobs@manor.edu**, and the subject line should read Senior Financial Operations Accountant.

Confidential screening of applications will continue until the position is filled.

Additional Information

Background checks will be completed as required by law and Manor College's policies and procedures.

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.