



Manager of Accounting

Location: Baltimore Lab School, Baltimore, MD

Reports to: Director of Finance & Operations

Start Date: July 1, 2026

Salary Range: \$70,000 – \$90,000

Work Environment: On-site; physical presence in the building is an essential function of this role.

About Baltimore Lab School

Baltimore Lab School is an innovative learning community fostering scholarship and creativity in students with unique strengths and diverse learning needs. Through hands-on exploration, inquiry-based learning, and integration of the arts, our students become self-advocates and engaged, compassionate members of a global society.

Position Overview

The Manager of Accounting will support the financial health and integrity of Baltimore Lab School by overseeing core accounting functions, managing daily financial workflows, preparing accurate reports, and supporting strategic fiscal planning. This role requires a high degree of accuracy, analytical thinking, and collaboration with both administrative and academic staff.

Key Responsibilities

General Ledger & Financial Reporting

- Reconcile all subsidiary ledgers (A/R and A/P) to the general ledger monthly.
- Maintain and reconcile balance sheet support schedules.
- Prepare and process recurring and non-recurring journal entries in Microsoft Dynamics Business Central.
- Analyze income statements and post correcting journal entries as needed.
- Prepare reports and schedules for the Finance Committee and Board of Directors.

Billing & Revenue

- Manage collection of related services notes and billing schedules.
- Process and upload monthly tuition (private and jurisdictional), related services, and auxiliary invoicing into FACTS and Business Central.
- Maintain student enrollment contracts and billing records.

Accounts Payable & Receivable

- Provide G/L coding for supplier invoices.
- Process daily bank deposits and maintain the cash receipts journal.
- Process monthly cash receipts in Business Central.
- Review, approve, and process vendor invoices and employee reimbursements
- Manage the school credit card program and monthly reconciliation
- Process payments via Business Central financial system

Systems & Administrative Support

- Support systems including FACTS, RenWeb, and Network for Good.
- Assist with MSDE budgeting and state reporting.
- Prepare annual school and finance-related surveys (e.g., DASL, BIIS).
- Support annual audit and other financial reporting requirements.

Additional Duties

- Assist the Director of Finance & Operations with financial projects and fiscal planning.
 - Complete other responsibilities as assigned.
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Qualifications

- Minimum of 5 years of related accounting experience.
- Bachelor's degree in Accounting, Finance, or related field preferred.
- Experience with non-profit or school accounting a plus.
- Familiarity with tuition billing, grants, or jurisdictional reporting a plus.

Professional Competencies

- Strong understanding of general ledger activity and daily accounting functions.
- Advanced analytical and financial reporting skills.
- Proficiency in Microsoft Excel, Word, Outlook, and financial systems (Business Central preferred).
- Clear, effective communication of financial data to non-finance staff.
- Ability to manage multiple deadlines and prioritize competing tasks independently.
- High ethical standards and integrity.
- Comfortable working in a dynamic and evolving environment.

Human Relations Competencies

- Builds respectful, positive rapport with students and staff.
 - Communicates in ways that model professionalism and empathy.
 - Responds to inquiries from families and staff in a timely, thoughtful manner.
 - Demonstrates teamwork, flexibility, and support for colleagues.
 - Accepts feedback constructively and seeks continuous improvement.
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Why Join Baltimore Lab School?

- Be part of a mission-driven organization transforming the lives of students with diverse learning needs.
- Collaborate in a supportive, creative, and inclusive work environment.
- Work closely with a passionate team of educators and administrators.
- Contribute to a dynamic school where your accounting expertise directly supports educational success.

If you are a detail-oriented and values-driven accounting professional looking to make an impact in education, we invite you to apply!

Baltimore Lab School is an Equal Opportunity Employer. We welcome candidates from all backgrounds and encourage a diverse and inclusive work environment.