

# AMERICAN HEBREW ACADEMY

PO Box 8309  
Greensboro, NC 27419

## Finance Manager – American Hebrew Academy (AHA)

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American Hebrew Academy operates several programs including a lease to the Federal Government, delivery of an educational program to Unaccompanied Children (UC) residing on campus and offering US accredited courses for students living outside of the USA.

The Finance Manager provides leadership, support and guidance to financial processes and systems to improve operations and ensure organizational stability and success.

### Assigned Objectives & Responsibilities:

- Perform financial management duties including generating financial reports, analyzing operating trends and assessing the organization's financial health.
- Provide oversight and support of accounting processes.
- Oversee operation and development of the financial functions including creating and reviewing policies and procedures.
- Implement and maintain financial controls.
- Ensure timely and accurate reconciliations of bank, investment and balance sheet accounts.
- Develop and manage the budget process.
- Assist in development of a business plan.
- Advising leadership on the organization's financial status.
- Other duties as assigned.

### Minimum Qualifications:

- At least 5 years of financial management experience.
- Bachelor's Degree in finance, accounting or related degree OR CPA license.
- Demonstrated proficiency in Excel and Quickbooks or similar tools.
- Proven experience in financial analysis, forecasting and budgeting.

### Compensation and Benefits:

- Competitive salary
- Health Insurance and Health Savings Account
- 401K contribution
- Optional dental and vision coverage
- Life Insurance
- Vacation, Sick and Personal Leave

### Other:

- Must pass drug test, Federal background and NC DHHS criminal checks.
- Must have legally resided in the USA for at least the last 3 years.

Qualified applicants should submit their resume to: [hr@aha-net.org](mailto:hr@aha-net.org)