JOB DESCRIPTION

Account Manager

inSchools

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Job Title	Account Manager	FLSA Category	Exempt
Department	Finance	Position Type	Fulltime - Remote
Reports To	Finance Director Senior Director of Finance	Pay Band	$55,000 - $70,000
Prepared By	J. Elliott	Prepared Date	5.11.2026

Position Summary:

InSchools' Account Managers serve as financial operations leaders and strategic partners to assigned client schools and educational organizations, including charter schools, independent school districts (ISDs), private schools, and other educational entities across multiple states. This role is responsible for managing core accounting operations, financial reporting activities, reconciliations, audit coordination, and compliance-related financial processes for assigned clients.

The Account Manager oversees month-end and year-end financial activities, prepares and reviews financial records and reports, supports federal grant drawdown processes, and ensures financial operations are completed accurately, timely, and in compliance with applicable accounting standards and regulatory requirements.

This role is accountable for the accuracy, completeness, and timeliness of the financial records for assigned clients.

This position works closely with Finance Directors, Accounts Payable teams, Federal Programs teams, auditors, and client leadership to support strong financial stewardship, audit readiness, operational efficiency, and exceptional client service.

Essential Functions:

Is regular attendance based on the authorized schedule as essential function? ☒ Yes ☐ No

Financial Operations & General Ledger Management

- Prepare and post journal entries, including budget entries, budget transfers, accruals, adjustments, and correcting entries
- Review general ledger activity to ensure accuracy, completeness, and compliance with accounting standards and organizational procedures
- Maintain accurate financial records and supporting documentation for assigned schools
- Assist with fiscal year-end closing activities and preparation of final financial reports
- Monitor financial activity and identify discrepancies, variances, or compliance concerns requiring resolution

- Own the integrity of the general ledger, ensuring all financial activity is accurately recorded and properly classified
- Analyze financial data, trial balances, and reports to identify errors, inconsistencies, or areas of concern
- Research and resolve discrepancies across systems, accounts, and processes
- Take ownership of issue resolution, ensuring items are fully resolved and not deferred without clear tracking
- Ensure alignment between subledgers (AP, payroll, cash) and the general ledger

Month-End Close & Reconciliations

- Complete month-end closing activities, including financial system reporting, reconciliations, and closing entries
- Perform bank reconciliations for assigned schools and ensure timely resolution of reconciling items
- Perform liability reconciliations and review outstanding balances for accuracy and completeness
- Research and resolve financial discrepancies and unreconciled items
- Ensure financial close processes are completed timely and accurately in accordance with established timelines
- Drive the month-end close process, ensuring all components (AP, payroll, cash, journal entries) are complete and accurate prior to close
- Ensure all balance sheet accounts are supported, reconciled, and cleared of stale items

Federal Draws & Compliance Support

- Prepare and submit federal drawdown requests and supporting documentation
- Monitor federal grant expenditures and draw activity for compliance and accuracy
- Collaborate with Federal Programs teams regarding grant activity, reimbursement timing, and compliance documentation
- Support compliance with applicable federal, state, and organizational financial requirements
- Review grant-related expenditures for allowability, proper coding, and alignment with approved budgets
- Ensure timing of expenditures and drawdowns aligns with cash flow and compliance requirements

Audit Coordination & Reporting

- Support audit preparation and coordination activities for assigned schools
- Prepare audit schedules, supporting documentation, reconciliations, and requested financial reports
- Serve as a point of contact for auditors and support timely completion of audit requests
- Assist with corrective actions, audit findings resolution, and implementation of process improvements as needed

- Support preparation and review of financial reports for client leadership and governing boards
- Ensure audit readiness throughout the year by maintaining clean reconciliations, complete documentation, and proactive issue resolution

Client Support & Financial Consultation

- Serve as a primary finance support contact for assigned schools regarding accounting operations and financial reporting matters
- Build strong working relationships with client leadership and stakeholders through proactive communication and responsive support
- Provide guidance related to accounting processes, financial procedures, and operational best practices
- Communicate financial information clearly and professionally to both technical and non-technical stakeholders
- Support onboarding and transition activities for new client schools
- Escalate significant risks or concerns to Finance Directors with clear analysis and recommendations

Operational Improvement & Collaboration

- Collaborate cross-functionally with AP teams, Payroll, HR, Federal Programs, and executive leadership to support client operations
- Coordinate with Accounts Payable, Payroll, and other operational teams to ensure accurate and timely processing of all financial activity
- Ensure operational workflows across functions are completed in accordance with deadlines and expectations
- Contribute to continuous improvement of accounting systems, workflows, and operational procedures
- Assist with development and refinement of SOPs, templates, and financial processes
- Identify inefficiencies or risks in financial operations and implement process improvements to enhance accuracy and scalability
- Participate in trainings, meetings, and professional development activities
- Perform other duties as assigned to support departmental and organizational goals

Other duties as assigned

Education and Experience:

Required:

- Minimum 3–5 years of related experience in accounting, finance operations, or school business services
- Experience managing full-cycle accounting for multiple entities or clients strongly preferred

- Experience with general ledger management, reconciliations, financial reporting, and month-end close processes
- Strong analytical, organizational, and problem-solving skills
- Strong attention to detail and commitment to financial accuracy
- Strong customer service and relationship management abilities
- Proficiency in spreadsheet creation and financial analysis
- Strong written and verbal communication skills
- Ability to manage multiple priorities and deadlines independently
- Ability to work effectively in a remote environment
- Stable high-speed internet access and dedicated remote workspace

Preferred:

- Bachelor's degree in Accounting, Finance, Business, or related field
- Experience supporting educational organizations, nonprofit organizations, or public sector entities
- Experience with federal grant accounting and reimbursement processes
- Experience supporting audits and financial compliance activities
- Experience with accounting information systems and financial software platforms
- Experience supporting multi-entity or client-service financial operations

Knowledge, Skills, and Abilities:

- Strong knowledge of accounting principles, financial reporting, and reconciliation practices
- Knowledge of internal controls, audit processes, and compliance standards
- Strong analytical and critical thinking skills
- Strong organizational and project management abilities
- Excellent customer service and communication skills
- Ability to review and analyze financial information for accuracy and compliance
- Ability to manage complex financial processes and competing deadlines
- Strong understanding of full-cycle accounting, including AP, payroll, cash, and general ledger integration
- Ability to manage and prioritize responsibilities across multiple clients independently
- Strong decision-making skills related to financial operations and compliance
- Ability to identify financial risks and implement corrective actions
- Ability to maintain confidentiality and professionalism
- Ability to collaborate effectively within a remote team environment
- High level of accountability, initiative, professionalism, and sound judgment

Supervisory Responsibilities:

- May provide operational guidance, training, and support to AP Specialists and AP Managers or other finance support staff as assigned
- Provides functional oversight of financial operations for assigned clients, including review and validation of work performed by support teams
- Ensures completion, accuracy, and timeliness of all accounting activities across assigned workflows
- May assist with workflow coordination and quality assurance activities within the Finance department

Portfolio & Workload Expectations:
Account Managers are responsible for managing the day-to-day accounting operations of assigned client schools. Portfolio assignments may vary based on school complexity, staffing support, compliance requirements, and organizational needs.

Assignments may include responsibility for multiple schools concurrently, requiring effective prioritization, organization, and coordination across month-end close, reconciliations, audit support, financial reporting, and operational deadlines.

This exempt position requires flexibility to support reporting cycles, audit timelines, year-end activities, onboarding transitions, and other peak operational periods. While the typical workweek generally averages approximately 40-45 hours, workload demands may periodically require additional hours to ensure timely completion of responsibilities and organizational objectives.

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Core Values: As a valued member of our team, you will be expected to uphold and embody our company's core values of:

- Integrity
- Accountability
- Diversity
- Passion
- Leadership
- Collaboration, and
- Quality

These values serve as the foundation of our organization and guide our interactions with colleagues, Client-Partners and vendors. Your commitment to these principles will contribute to a positive and productive work environment.

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 15 pounds.

Environment: As a remote employee, you will have the flexibility to work from the comfort of your own home. This allows for a more personalized and efficient work environment. You will need to have a dedicated workspace with reliable internet access and the necessary equipment to perform your job duties. While working remotely offers many benefits, it also requires strong self-discipline, effective time management, and excellent communication skills to maintain productivity and collaborate effectively with team members.

Travel: While infrequent, travel may be required for conferences, meetings, and professional development training as needed.

Disclaimer: This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities, or requirements.

InSchools complies with the ADAAA and considers reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential job functions.

Employment with inSchools is "at-will," meaning that either inSchools or an employee may terminate the employment relationship at any time with or without cause, notice, reason, or justification.