

THE CHILDREN'S SCHOLARSHIP FUND

Reconciliation and Reporting Manager

DESCRIPTION

The Reconciliation and Reporting Manager will report to NH Executive Director and will provide reconciliation and reporting support for CSF's NH operations; in particular for the New Hampshire Education Freedom Account ("EFA") Program.

KEY RESPONSIBILITIES AND DUTIES

- Ability to conduct reconciliations, provide data analytics, and reports utilizing excel spreadsheets formulas and functions.
- Manage, generate and reconcile all reporting due between CSF and the State of New Hampshire Department of Education ("NHDOE"); interacting with multiple databases and ensuring all EFA students funding and expenditures are properly accounted for.
- Maintain schedules detailing receipts, disbursement, exits and administration fees related to the EFA program.
- Understand EFA transactions processed through the digital wallet, in order to disburse funds, review activity, generate reports and dashboards and approve transactions as needed.
- Manage EFA deposits and withdrawals between student database and the digital wallets.
- Process withdrawals and exit students from the digital wallet and application database, ensuring all cash movement is properly recorded in all systems (student database and digital wallet).
- Other duties as assigned.

REQUIREMENTS

Skills and Specifications:

- Experience in reconciliations and managing of large data sets in banking, audit, accounting, finance or related field.
- Proficient in Microsoft Excel
- Excellent interpersonal, verbal, and written communication skills.
- Ability to handle priority and/or sensitive issues with discretion and a commitment to confidentiality.
- Detail oriented and highly organized team player.
- High level of enthusiasm, energy, and productivity with demonstrated follow-through and success in managing multiple projects and deadlines.
- Willingness to be flexible and provide assistance where needed.
- Self-motivated, confident, energetic, and creative.

Education and Qualification:

- Bachelor's degree in Finance, Accounting or related field.
- A minimum of 5 years related experience.

Work Week:

- A usual work week consists of 5 days Monday through Friday 9am to 5:30pm with a half hour lunch.

Location:

Children's Scholarship Fund New Hampshire, Concord, NH

- This position will start out as in office and based on proven work and accountability the position can become a hybrid position with some days in the office and some days working remotely.

Compensation:

- Compensation includes a generous benefit package with an annual salary between \$70,000 to \$90,000 based on experience and qualifications. CSF offers approximately 80-95% employer paid health and dental insurance for employees, depending on choice of plan. The group insurer for health insurance is United Healthcare Oxford. In addition, CSF offers a 5% match of salary, on elective contributions to 403(b) retirement plan, short- and long-term disability insurance, life insurance coverage up to two times annual salary. CSF is the sponsor of voluntary AFLAC plans that employees can choose to contribute to or not.

If interested, please send your resume and cover letter to kbaker@scholarshipfund.org