

Assistant School Business Manager (Full-Time)

Location: Jackson, NJ

RKS Associates LLC, the parent company of a respected and growing network of private special education schools (Alpha, Harbor, and Gateway Schools) and adult day habilitation centers (Prime Time Centers) is seeking a **full-time Assistant School Business Manager** to join our team at our Jackson, New Jersey office. This is a unique opportunity to contribute to a mission-driven organization committed to supporting students with special needs through sound financial management and operational excellence.

Key Responsibilities:

- Review and maintain general ledger accounts, ensuring accurate coding of transactions in compliance with Department of Education (DOE) regulations.
 - Reconcile all general ledger accounts and maintain supporting schedules, including fixed assets and depreciation, intercompany transactions, loans, and payroll.
 - Lead the month-end close process: reconcile balance sheet accounts and revenue, prepare journal entries, and finalize monthly closings using company software.
 - Assist with year-end closing activities and journal entries.
 - Prepare, analyze, and review monthly financial reports.
 - Oversee timely completion of monthly bank reconciliations.
 - Collaborate cross-functionally with Accounts Payable, Accounts Receivable, Payroll, and HR teams to improve workflows, enhance system efficiency, and prioritize key projects.
 - Provide general accounting support across the school network.
 - Coordinate with external accounting and consulting firms on audits, tax filings, budgets, and quarterly financials and projections.
 - Prepare and analyze financial reports in accordance with state regulations.
 - Monitor and improve internal controls related to assigned areas of responsibility.
 - Partner with insurance brokers on annual renewals and required documentation.
 - Perform additional duties as assigned by the School Business Manager and executive leadership.
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Qualifications:

- Certified Public Accountant (CPA) license required
- Bachelor's degree in Accounting or Finance
- 10+ years of progressive accounting experience; public accounting background strongly preferred
- 3+ years of managerial or supervisory experience preferred
- Strong understanding of Generally Accepted Accounting Principles (GAAP)
- Prior experience with school accounting and Approved Private Schools for Students with Disabilities (APSSD) Budget and Audit System highly desirable
- Advanced knowledge of Microsoft Excel; experience with Sage and QuickBooks preferred
- Excellent verbal and written communication skills
- Strong organizational, analytical, and time management skills; able to manage multiple priorities simultaneously, meet tight deadlines, and work effectively under pressure
- Detail-oriented and committed to accuracy and accountability
- Capable of working both independently and collaboratively across departments and with external partners to resolve issues and optimize performance
- Skilled in process evaluation and improvement, with the ability to leverage technology and tools to enhance efficiency
- Professional, ethical, and solutions-focused, with a strong work ethic and positive, solution-oriented attitude

Why Join Us?

You'll be part of a passionate and supportive team dedicated to making a meaningful impact in the lives of students with special needs. We value innovation, integrity, and continuous improvement. This is a rewarding role where your expertise in finance and operations will directly support our educational mission.

Apply today to become a vital part of a dynamic organization where your skills and contributions matter.