

### **POSITION DESCRIPTION:**

Performs various duties related to basic accounting including accounts receivable, accounts payable, receipting of contributions, and other general accounting functions, in addition to any other duty required by the Business Manager.

### **PERSONAL QUALITIES:**

Candidates must demonstrate and testify of an active and personal relationship with Jesus Christ. They must be willing and qualified to live as a role model before students both in school and beyond. This would include, but not be limited to, active involvement in an evangelical church body. They must demonstrate a commitment to the mission of Christian Education which includes enrolling any school-age child in Trinity Christian Academy upon employment.

Candidates must possess a clear sense of professional and personal boundaries as they work with staff and families implementing the policies of the Board and Administration. They must also communicate clearly and directly with those served as to the precise nature of the school's policies and the implications of those policies. they must consistently operate with complete confidentiality in all matters related to their position.

Candidates must also possess a natural ease and affinity working with details of financial information and school policies in order to ensure both accuracy of work and clarity of communication in such sensitive matters.

### **RESPONSIBILITIES:**

#### Finance:

- Accurately performs data entry processes for accounts receivable, which includes tuition and February re-enrollment.
- Counts all money (tuition, SACT, field trip, yearbook money, athletic money, etc.) on a daily basis or as needed.
- Handle delinquent accounts with a balance of firmness and compassion in accordance with Board/Administrative policy. Keep the Business Manager up to date of delinquent account status.
- Responsible for notifying Guidance Office of whose report card to hold due to delinquent account, according to Board/Administrative policy.
- Work with Admissions Director on tuition accounts of new parents. Deliver a smooth and positive flow to new parents between admissions process and finance office.
- Keep Petty Cash fund for reimbursement and making change.

#### Accounts Payable:

- Efficiently performs data entry processes for the payment of invoices and verifies necessary documentation to process invoices.
- Maintains proper records associated with the accounts payable function.
- Ensures proper use of the chart of accounts system.
- Maintains filing system for accounts payable along with asset list for yearly audit.

#### Contributions:

- Performs data entry processes for the receipt of contributions.
- Verifies proper recording of donations.
- Prepares deposit slips and information for deposits of contributions.
- Records deposits in accounting system on a daily basis or as needed.
- Sends statements for pledges on a quarterly basis.

- Runs reports as necessary for maintenance of donations.
- Print and send statements at year-end and as needed for donors.

#### Various Other Duties

- Maintain an office that is receptive and “open to the public,” while effectively and efficiently performing duties. This requires time management and the ability to set boundaries with students, staff/faculty and TCA families.
- Initiate change in the finance office that continues to enhance the productivity in our office.
- Shows flexibility in job duties as the school/finance department advances.
- Assist Business Manager as needed.
- Performs additional duties as requested.