



Job Description:	Part Time Bookkeeper/Accounts Payable Specialist
Purpose:	The purpose of the Bookkeeper/Accounts Payable Specialist is to manage the day-to-day financial operations in accordance with acceptable accounting procedures and assist the Head of School as necessary.
Reports to:	Business Manager
Evaluation:	Performance will be evaluated in accordance with the following profile and specific job requirements
Qualifications:	Bachelor's Degree or significant accounting experience
Classification:	Exempt
Rate of Pay:	Depending on experience \$20.00 - \$23.00 per hour

Staff Profile

(1) Christ-Centeredness

- Models Christ-like character in all interactions with staff, parents, students and community
- Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words
- Participates regularly in a local Protestant church and models ongoing growth and reflection in faith
- Shows evidence of being called by God to serve
- Motivates students and families to accept God's gift of salvation and help them grow in their faith

(2) Educational Attitudes and Values

- Actively demonstrates to students their individual worth as children of God.
- Models enthusiastic, lifelong learning by being a self-motivated reader and thinker.

(3) Professionalism

- Edifies and respects Trinity Christian School, its administration, and its faculty
- Respects the God-given authority of the school board and the administration
- Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students
- Abides by and implements all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook
- Attends and participates in school activities whenever possible or when called upon
- Demonstrates confidence, flexibility and enthusiasm
- Uses Biblical principles to discuss and resolve personal and professional differences
- Exhibits professionalism in personal appearance and behavior
- Is well-spoken and articulate in oral and written language
- Effectively uses technology to perform the duties of the job
- Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures
- Informs administration in a timely manner if unable to fulfill any duty assigned
- Serves from a joyful team mindset

(4) Professional Development

- a. Shows interest in and commitment to his/her profession through participating in any available professional development and/or training
- b. Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude
- c. Shows a commitment to growth in knowledge of classical Christian education

Specific Job Requirements

Bookkeeper/Accounts Payable Specialist

Accounts Receivable (FACTS Tuition Management)

- Rollover current family accounts and set up new family accounts each school year and assign appropriate recurring charges to accounts.
- Post additional charges timely to FACTS as needed (i.e., athletic fees, late pick up fees, daily lunch charges)
- Process payments directly deposited to BOH for PKS, Kipona scholarships, for POD and CCC for students receiving aid from the state. Apply these payments to their FACTS Payment plan.
- Assist parents in giving tuition statements for their Dependent Care Reimbursement and for applying for Grants from other agencies (Folds of Honor, Navy Seal Foundation, etc.)
- Answer all calls and questions related to billing and payments
- Print FACTS Return Reports and call past due accounts weekly. Arrange and follow up on required payments and payment agreements. Notify Headmaster and/or Business Manager of any significant delinquent accounts.
- Review and follow up on any accounts outstanding in FACTS
- Open mail and check payment boxes daily. Store cash receipts in lockbox until cash receipts processing is done.
- Process cash receipts as needed or weekly and make bank deposits.
- Post deposits in a timely manner to QuickBooks.

Accounts Payable

- Pay bills for the school once verified that they are approved by the Head of School or appropriate school authority.
- Pay rent on facilities each month.
- Reimburse faculty and staff for school expenses with receipts.
- Pay off credit card on a regular basis so as not to occur any interest charges.
- All employees must turn in credit card receipts on a monthly basis for all charges on school cards.
- All expenses need to be recorded in QuickBooks under the proper GL code with notations for specific items when appropriate.

Other Duties

- Maintain and store school's financial records in an orderly and safe method
- Assist Head of School with other financial functions as needed
- Maintain an orderly and neat working environment