

Accountant

Kingsway Christian School

Position Description

Position Reports To:	Head of School
Provides Services For:	Parents Staff Administration
Professional Requirements:	Accounting Degree and experience
Technology skills:	Ren Web, Aplos, Gusto, Office 365 (email. Office product suite)
Personal Qualifications:	Personal relationship with God through Jesus Christ Active member of an evangelical, Bible believing church Evidence of spiritual maturity and clear Christian testimony Exhibits fruits of the spirit in actions and speech Person of integrity Able to maintain confidentiality
Approved By:	Head of School
Supervision/Evaluation:	Formal/informal evaluation by the Head of School each year
Employment tier:	Administrative

Relationship to Faculty/Staff/Parents

- Work together as a unit with other team members
- Support and encourage parents and fellow workers as instructed in God's Word

Responsibilities

- The Staff Accountant, under the supervision of the Head of School, performs tasks related to the financial operations of the school.
- Collaborate with Employee Services on payroll and benefits
- Develop efficient and accurate systems for receivables and payables.
- Maintain GAAP procedures for the department.
- Supervise Student Billing Services
 - Track reports for past due accounts
 - Assist with training for Ren Web and Aplos
 - Hold accountable for collecting past due accounts
 - Hold accountable for accuracy in applying payments to accounts
- Supervise Account Payable clerk

- Hold accountable for timely payment and accurate disbursements
 - Hold accountable for GAAP procedures
 - Set systems and hold accountable for maintaining donor data and prompt donor recognition
- Assist and collaborate with zero based budgeting process annually
- Assist with tuition and budget projections annually
- Become an effective member of the Crisis Response Team

- Supervise maintenance of all financial records on each family enrolled
- Use computer skills to effectively transmit accurate information to families and administration
- Prepare and take deposit to bank
- Assist Employee Services with payroll and maintain payroll records
- Prepare and maintain accounts payable and receivable records.
- Maintain petty cash and postage meter records.
- Distribute financial reports, variance reports and cash flow reports to administrator and school directors.
- Assist Employee Services with preparation of contracts and W2's for each employee
- Prepare accounting data package and meet with CPA at the end of each fiscal year for review of financial records

Revised: 3/13/2019

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