

Heartland Christian Academy

**Position:** Finance Director/ Human Resources

**Reports to:** Director

**Department:** Administration

**Non-contractual employee**

**Starting: 40 hours per week**

**Primary Purpose:** To assist the Director in the bookkeeping, payroll, record keeping, accounting functions, administrative and office clerical duties, human resources, and to keep financial records accurate and up to date

**Qualifications:**

- Bachelor's Degree in accounting or business management preferred
- Thorough knowledge of QuickBooks and Excel (Google Sheets)
- 3+ years experience
- Experience in non-profit organizations preferred

**Salary Information/Benefits:**

- Salaried employee \$35,000 - \$45,000 (based on experience)
- AFLAC benefits available
- Education reimbursement up to \$1000 per year after probationary period
- Paid holidays after salary: January 1, Martin Luther King, Jr. Observance, Good Friday, Easter Monday, Memorial Day, July 4, Labor Day, Thanksgiving day and Friday, Christmas 24-26, December 31
- 6 days paid leave after probationary period (to be increased annually)
- Reduced hours on school breaks: Thanksgiving week, Christmas break, Spring break, June 1- July 20
- Annual pay increases based on evaluation

**Special Knowledge or Skills**

- Spiritual maturity and clear relationship with Jesus Christ
- Regular church attendance and fellowship with a body of Christian believers
- Thorough understanding of accounting procedures
- Ability to communicate with all stakeholders including parents, administrators, and staff
- Ability to implement financial policies and procedures
- Ability to utilize payroll management software
- Strong organizational, communication, public relations, and interpersonal skills
- Experience with accounts payable, accounts receivable, payroll, and general ledger
- High degree of accuracy and attention to detail
- Ability to work in various clerical and support positions if needed
- Basic accounting knowledge and best practices
- Follow all applicable laws and regulations

- Operation of standard office equipment
- Use of email and word processing, preferably Google Suite

### **Experience**

More than 3 years of experience working in accounting and bookkeeping

### **Major Responsibilities and Duties:**

#### **Financial Management**

1. Perform payroll functions in an accurate and timely manner
2. Work with a CPA to ensure all necessary IRS forms and Agreed Upon Procedures are completed on time
3. Conduct reconciliation of all accounts in a timely manner and according to required guidelines
4. Maintain and balance the general ledger in an accurate, complete, and up to date manner
5. Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
6. Perform all activities related to account receivable functions including invoicing, deposits, collections, and revenue recognition
7. Prepare financial reports through collection, analysis, and summarization of data
8. Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with acceptable standards
9. Present financial information to the Board of Directors
10. Monitor budget and variances from budget; report all variances to the Director
11. Review purchase requisitions from all employees and make recommendations to the Director for approval
12. Purchase supplies and curriculum as directed by the Director
13. Maintain inventory of school related supplies including curriculum, uniforms, furniture, technology, office supplies, etc.
14. Communicate with vendors and service providers; arrange service as needed
15. Review an update accounting procedures and make recommendations to the Board of Directors for changes need to maintain scholarship compliance
16. Maintains separate accounting for extracurricular activities, fundraising, and special events
17. Maintains files for all purchases that require quotes
18. Communicates with the School Board of Highlands County in relation to federal funding
19. Assist the Director in creation of the annual budget
20. Assist the Director with management of federal funding through the local school district

### **Student/Family Related Management**

1. Maintain appropriate record keeping for the Agreed Upon Procedures required by state law
2. Complete required documentation for the CPA auditing the scholarship compliance
3. Maintain appropriate records and requirements for the Scholarship Compliance Report required by state law including inspection reports
4. Maintain record keeping and balances for student accounts including tuition, school related charges and fees
5. Communicate with parents including financial agreements, balances, and collection of fees for self pay and state scholarship programs
6. Follow claim procedures for all scholarship programs as designated by state law
7. Maintain an accurate tuition and fee schedule, including late fees and collections
8. Maintain record keeping, financial requirements and institutional requirements for the National School Lunch Program
9. Maintain records for lost textbooks and fees required; maintain policy for collection of required fees prior to records release for transferring students
10. Maintains confidentiality of all student records and information
11. Utilize school management system for accounting

### **Staff Related Management**

1. Record all leave for all employees
2. Maintain accurate records for pay rates, required work documentation, attendance and unemployment
3. Assist employees with workers compensation requirements as needed
4. Communicate with employees regarding leave, attendance, and pay rates as directed by the Director
5. Communicate with employees regarding fees and collection of school related balances
6. Assist Cafeteria Manager with all documentation related to the National School Lunch Program
7. Schedule all background checks required for employment
8. Participate in interviews as requested
9. Schedule substitutes as required
10. Other duties as assigned

### **Professional Development**

Maintain continued education through college courses or professional development opportunities directly related to accounting or state procedures and requirements for the designated programs associated with the Academy

### **Supervisory Responsibilities**

No supervisory responsibility

**Working Conditions**

Maintain control under stress, work with frequent interruptions, occasional travel, occasional prolonged or irregular hours, communication with all stakeholders, various assignments to maintain campus safety and security, interaction with children and families in addition to school related staff, substituting in various positions as needed, lift up to 15 lbs