



JOB DESCRIPTION

Title: Bookkeeper
Reports To: Director of Operations
Status: Part Time

OVERVIEW

The Faith Academy Bookkeeper maintains records of financial transactions by establishing accounts; posting transactions; and ensures legal requirements compliance. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also reconciles accounts to ensure their accuracy.

ROLES AND RESPONSIBILITIES

- Maintain and update system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Maintain all financial account balances by verifying, allocating, and posting transactions and reconciling
- Maintain historical records by filing documents
- Comply with federal, state, and local legal requirements; enforcing adherence to requirements; filing reports; advising management on needed actions
- Consult on a needed basis with professional CPA
- Pay supplier invoices and process 1099's
- Maintain Faith Academy tuition accounts
- Record cash receipts and make bank deposits
- Work with Past Due list to ensure prompt payment
- Submit payroll to third party processor and create journal entries
- Work with auditor

SPIRITUAL INFLUENCE

- Possess a strong Christian character that is above reproach
- Believe that the Bible is the infallible Word of God
- Recognize the role of parents as primarily responsible before God for their children's education and is prepared to assist them in that task
- Ensure a safe, orderly environment that encourages students to take responsibility for their behavior

- Establish a professional rapport with students and with staff that has their respect
- Display the highest ethical and professional behavior and standards when working with students, parents and school personnel
- Immediately notify the school Administrator, appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances
- Handle conflict by using Biblical principles (Matthew 5 and Matthew 18)
- Support Faith Academy's Seven Pillars
- Does not engage in or participates in gossip
- Work as a team player

REQUIREMENTS

- A minimum of five years of experience in accounting practices
- Bachelor's Degree - Preferred

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.

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