

HUDSONVILLE CHRISTIAN SCHOOL

Bookkeeper/ Finance Manager Assistant JOB DESCRIPTION

The Bookkeeper/Finance Manager Assistant (Finance Assistant) faithfully and confidentially manages the financial records of the school, including but not limited to: coordinating financial accounting and reporting, qualifying and making payment of payroll, bills and taxes in a timely manner, and track donor information and donations.

- I. Qualifications-
 - A. Is a Christian who has a personal relationship with Jesus Christ
 - B. Possess a strong love for children
 - C. Is able to interact with the constituency (children, parents, grandparents, community members) in a cheerful, sensitive, caring, and tactful manner
 - D. Has a working knowledge of accounting practices
 - E. Has strong computer skills including word processing, spreadsheets, and bookkeeping programs
 - F. Has strong organizational skills
 - G. Recognizes the need and is able to maintain strict confidentiality
 - H. Is a strong team player able to work well with coworkers
 - I. Is able to agree to comply with the Hudsonville Christian School statement of belief

- II. Primary Responsibilities-
 - A. Assists in managing all incoming receipts and deposits all monies to the school's bank accounts in a timely manner.
 - B. Qualifies and disburses funds as appropriate for the payment of bills, pension, annuities, taxes, etc
 - C. Manages Payroll
 - D. Tracks substitutes and sick/personal time for payroll
 - E. Manages Kids Corner billing and payments
 - F. Manages all Automated Clearing House payments for Tuition
 - G. Assists in receipt and disbursements in a computer-based accounting system.
 - H. Assists in preparation of the monthly financial report to the School Board, Parents' Club Board, and the annual financial report to the Society under the direction of the Finance Manager, Administrator, and/or the Chair of the Finance Committee.
 - I. Manages other duties and assignments as determined by the Finance Manager, Superintendent, and/or the Board.