

Medinah Christian School Job Description

Job Title: Bookkeeper
Reports to: Administrator and School Board
Status: Part-time (8-12 hours per week)
FLSA Status: Non-exempt
Probation: Six months
Evaluation: Annual

Creation Date: January 28, 2012

Revision History:

GENERAL DESCRIPTION

Under direction of the Administrator and School Board is responsible for making independent judgment on important issues, within the confines of established policies and procedures and that upholds the mission and vision of Medinah Christian School. The position requires a strong knowledge of accounting and bookkeeping practices, school policies, rules, regulations, and functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains records of financial transactions by establishing accounts and posting transactions.

Duties:

- Develop system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintain various databases to support school operations including web-based tuition portal, school intranet, and outside payroll service. Coordination of data from these systems into the general ledger for compiling monthly financial statements and budget reports as needed.
- Monthly reconciliation of balance sheet accounts to substantiate transactions posted.
- Preparation of cash flow analysis to identify cash needs on a weekly basis. Timely communication to School Board of excess and deficits in cash position.
- Semi-monthly recalculation of tuition payments from third party administration to verify reasonableness.
- Review of quarterly and annual payroll tax filings from outside payroll service.
- Establish and maintain recordkeeping for current and historical accounting transactions.
- Data entry of accounting transactions into QuickBooks accounting software in accordance with established internal control processes.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- Coordination of financial results of fundraising and social events between committee chairs and school staff. Verify the completeness of the accounting transactions into the QuickBooks software.
- Coordinate the TRIP program with PTF and verify that proper rebates are received by School and posted to family accounts on a timely basis.
- Respond on a timely and courteous basis to accounting inquiries from staff and families.
- Accept responsibility for special projects on a case by case basis.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BASIC REQUIREMENTS:

- Working knowledge and understanding of QuickBooks Premier, Excel, and Word.
- Possess good communication skills.
- General understanding of non-profit accounting would be preferable.
- Must work to promote Medinah Christian School and Medinah Baptist Church.
- Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

SPIRITUAL

Must be a born-again believer in Jesus Christ. Must be in agreement with the ministries, philosophies and policies of Medinah Baptist Church and Medinah Christian School and be an active, participating member of a Bible believing church.

EDUCATION and/or EXPERIENCE

Completed two or more years of college studies in the field of accounting or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, technical procedures, legal documents or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to accurately proofread correspondence and documents for grammar, spelling, punctuation, and clarity. Ability to effectively present information and respond to common inquiries and complaints.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Knowledge of and the ability to use email applications and other electronic media applications. Individual must possess excellent customer service skills and be a well-organized self-starter and a team player. Knowledge of common Christian school operations, procedures and practices is helpful but not required. Knowledge of RenWeb, FACTS, and QuickBooks is extremely helpful.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger coordination or feel the computer keyboard or mouse. The employee frequently is required to stand, walk, sit, and reach with hands and arms to file, and talk or hear on the phone or in person. The

employee is occasionally required to stoop, kneel, or crouch down to reach lower level file drawers. The employee must occasionally lift and/or move boxes of paper or files up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The office is often busy and sometimes congested with visitors, students and staff. Numerous phone calls and email inquiries occur throughout the workday and must be managed. The ability to focus and block out mental distractions while remaining vigilant is a must.

EVALUATION

Administrator with the advice of the School Board