



Developing Christlike Character
and Academic Excellence

Bookkeeper Job Description

General Description

Hired by: The Board of Directors by Head of School recommendation

Responsible to: The Head of School

Supervises:

Evaluated: An annual written evaluation is provided by the Head of School

Job Summary: The Bookkeeper is responsible for the business- and finance-related activities for the school. The person is also responsible for the oversight of daily preparation and organization of all financial receipts and disbursements and for the accounting for these transactions. This person shall reflect the purpose of the school, which is to honor Christ at all times.

Type of Position: This is a contracted, non-exempt employee who is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the Bookkeeper will...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's Statement of Faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Have evidence of the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him or her to work at a Christian school.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

It is expected that the Bookkeeper will...

- Have knowledge and understanding of the business side of nonprofit organizations and have the organizational skills and ability to work with people, projects, and resources.
- Have bookkeeping experience.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in word processing, using Quickbooks Enterprise for Nonprofit, creating and using spreadsheets, e-mailing, managing databases, and accessing the Internet.

Required Personal Qualities

It is expected that the Bookkeeper will...

- Possess the necessary customer service and public relations skills to speak with school families and prospective applicants for admission.
- Know office procedures and methods, including those related to social communications skills and the general public.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment ministry.
- Be a self-starter with a high energy level.
- Display friendliness and a good sense of humor.
- Display courtesy and patience in dealing with others.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to the constituted authority.
- Try to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Place his or her school ministry ahead of other jobs or volunteer activities.

Essential Job Functions—Accountabilities

It is expected that the Bookkeeper will...

Spiritual Leadership

- Integrate biblical principles and the Christian worldview throughout the workplace.
- Reflect the purpose of the school, which is to honor Christ in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Involve parents in prayer and volunteerism as appropriate.

Administrative Leadership

- Supervise the school's business office. Have the ability to supervise and enforce policies, follow prescribed procedures, make timely and difficult decisions, and communicate those decisions.
- Participate in the beginning of the year staff orientation.
- Oversee the maintenance of up-to-date and accurate computerized records for all financial transactions.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Inform the administration promptly if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.
- Participate in continuous professional development through professional reading, college course work, in-services, clinics, workshops, and conferences. Join appropriate professional organizations.
- Recognize and reinforce positive behavior in children.

Professional Responsibilities

It is expected that the Bookkeeper will...

General Duties

- Maintain all financial records and financial dealings of the school.
- Maintain a purchase order and encumbrance system.
- Manage all building and equipment rentals.
- Supervise all maintenance of appropriate financial records and procedures for any and all extracurricular

activities.

- Direct and manage all property donations to the school. Work with the Director of Development to maintain an effective record and acknowledgment system of the donations.

Budget

- Prepare, in collaboration with the school administration, annual income and expense budgets for board approval.
- Advise the school administration and school board of actual spending compared to budget.
- Advise the school administration of trends in receipts and disbursements.
- Prepare long-term budget projections to assist the school board and the administration in long-term planning for the school.

Disbursements

- Authorize all financial disbursements within budget and financial constraints.
- Document and apply scholarships to tuition accounts.
- Negotiate contracted services/leases/purchases with vendors.
- Maintain relationships with vendors.
- Arrange and negotiate all insurance coverage and handle all insurance claims.

Receipts

- Oversee billing of all charges and collections on accounts.
- Oversee tuition contracts with families.
- Authorize payment arrangements for overdue accounts.
- Authorize finance charges to be written off.
- Notify those whose accounts are past due and assess late fees.
- List past-due accounts.

Banking

- Maintain a favorable banking relationship. Negotiate all banking transactions.
- Invest excess cash under school board policies.
- Negotiate with vendors of credit cards and electronic funds transfers.
- Keep authorized signers for financial accounts/transactions current.

Personnel

- Effectively implement employment law and personnel procedures.
- Oversee all payroll functions.
- Negotiate benefit rates and options with vendors.
- Advise the school administration and the school board on issues involving personnel and benefits.
- Prepare financial and benefit information pages for the school employee handbook.
- Prepare annual financial pages for employee contracts.

Reports

- Provide financial statements for school board review.
- Inform Finance Committee about all pertinent issues.

Legal/Audit/Records

- Keep current on IRS regulations, and effectively implement them.
- Maintain records on Educational Savings Accounts with Odyssey and the Iowa Department of Education
- Have final responsibility for the preparation of quarterly and annual IRS forms.
- Work with the school administration to effectively implement non-employment law.
- Prepare financial statements and all supporting schedules in preparation for the annual audit or financial review.
- Work with the auditors and accountant to file all tax documents promptly.
- Account for all restricted contributions consistent with the donors' instructions.
- Maintain records of fixed assets and depreciation or amortization.
- Maintain a file of all signed contracts.
- Prepare important documents for storage in the school's safety deposit box and financial records storage area.

Additional Duties or Responsibilities

It is expected that the Bookkeeper will...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Supervise, monitor, and file all E-rate applications, Federal Title reimbursement applications, and state textbook reimbursement applications.
- Perform any other duties that may be assigned by the administration.
- Assist the school administration and the Director of Development in promoting a comprehensive brand for the school.

Physical Requirements to Fulfill the Essential Functions of this Position

Bookkeeper

Working Environment	Occasionally	Frequently	Daily
Outdoor Duty	X		
• Cold (50° or lower)	X		
• Heat (90° or higher)	X		
Gases/Fumes/Dust			
Chemical Solvents			
Noise	X		
High Stress	X		
Interruptions			X
Overtime Necessary			
Climbing Stairs	X		
Crawling			
Standing			X
Sitting			X
Walking			X
Running			
Kneeling	X		
Bending	X		
Reach Over Shoulder	X		
Reach Chkbrd Height	X		
Pushing	X		
Pulling	X		

Moving Heavy Items	Occasionally	Frequently	Daily
Lifting/Lowering	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			
Lifting Over Shoulders			
• Up to 20 lbs.			
• Up to 50 lbs.			
• More than 50 lbs.			
Carrying	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			

Operating Machinery	Occasionally	Frequently	Daily
Telephone			X
Computer			X
Copier			X
Printer			X
Calculator			X
Projection Camera			
Interactive White-board			
AV Equipment	X		
Other			

Other Requirements	Occasionally	Frequently	Daily
On-time arrival			X
Regular Attendance			X
Summon 911 Help	X		
Apply CPR/First Aid			
Lead Field Trips			
Communicate Data			X
Prepare Reports			X
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Speak Clearly			X
Hear Clearly			X
Manual Dexterity			X
Eye/Hand Coordination			X
Driving	X		
Flying			

Date Job Description Last Reviewed: April 1, 2024