



**Job Title:** Finance and Human Resources Manager

Founded in 1985, C.S. Lewis Academy is the premier K-12 Christian school in Yamhill County. With a motto of “Preparing Students for Life,” the school inspires its students to become servant leaders.

**Purpose of the Position:**

This position is responsible for the daily financial management and monthly reporting for the school. This would include responsibility for all general ledger accounting, accounts receivable, accounts payable and payroll, and the production of monthly financial and statistical reports. Establish and implement financial and human resource objectives, policies, and programs, which are in alignment with CSLA’s overall mission.

**Position:**

- Full Time
- Calendar Year with summer flexibility
- Salaried, at will employee
- Limited Benefits

**Qualifications:**

- Should have experience in or a strong knowledge of accounting, finance, human resource management, and business operations.
- Bachelor’s degree in accounting, business, finance, or related field is strongly preferred.
- Must understand and have an appreciation for a Christ-centered, K-12 school. Must possess strong interpersonal, writing and presentation skills.
- Strong organizational skills are essential.
- MBA and/or CPA designations are a plus.
- Strong experience utilizing Quickbooks.
- Experience using Microsoft Excel.
- Familiarity with non-profit accounting helpful.
- In agreement with the C.S. Lewis Academy Statement of Faith.

**Working Conditions:**

Duties are normally performed in an office environment. Will be located in a busy, sometimes noisy office; therefore, may be faced with frequent interruptions. Some hybrid, or flexible off campus work time is negotiable.

Employee must have the ability to sit and stand for extended periods of time; must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Exhibit manual dexterity to enter data into a computer (10 key and typing); ability to see and read a computer screen and printed material with or without vision aids.

*Preparing Students for Life*

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## **Responsibilities:**

### **FINANCE MANAGEMENT**

1. Oversight and maintenance of the accounting system in keeping with generally accepted accounting standards. Full Charge Bookkeeper.
  - With guidance from board Treasurer, determine proper coding and treatment of various transactions – i.e. capitalization of assets, depreciation of assets, estimates of uncollectible write-offs, amortization of debt, etc.
  - Assure that restricted and designated transactions are accurately recorded and that fund balances are maintained and communicated with appropriate parties.
  - Record payroll journal entry monthly from ADP reports.
  - Journal Entry adjustments (assets, liabilities, income & expense allocation, etc.)
  - Maintain an asset list and depreciation schedule to assure accurate recognition of depreciation and create a recurring journal entry and adjustments accordingly.
  - Create and generate reports monthly and as needed that clearly communicate financial data to the board and administration of the school
2. Produce year-end reports and, if audited, work papers and documentation to support reported balances, income, and expenses reported.
  - Review all year-end reports generated by the accounting system including comparison with prior year, and create year-end journal entries needed to reconcile balances with verifying documentation – i.e. bank statements, loan statements, amortization schedules, etc.
  - Submit year-end statement for review and/or audit by an outside auditing firm as determined by the school board. Work with auditors to provide all needed information for completion of the procedure.
3. Assist with annual preparation of tax service required information for preparation of IRS 990 form
4. Along with Administrators and Board, review & revise financial policies & fees, tuition rates
  - Assure that CSLA financial policies are followed with respect to various fees/ adjustments such as those for late enrollment or early withdrawal, and that various payment plans are implemented and recorded accurately.
5. Assist with budget development and maintenance
  - Work with administrator in preparation of yearly operational budget
  - Record approved budget in Quickbooks, using estimates of total assigned to each month.
  - Adjust budget amounts by category as approved by an administrator or board Treasurer
6. Coordinate evaluation of Financial Aid applications & awards with Financial Aid Committee; notify applicants of (non)awards
7. Ensure appropriate cash handling and financial record keeping processes and procedures are in place to prevent misappropriations of funds. Provide recommendations and implement procedural changes when necessary.
8. Make recommendations on ways to reduce expenses and find efficiencies within school operations.
9. Review school insurance policies at least annually to ensure adequate coverage in all areas; manage any changes.
10. Oversight of part-time Finance office clerk
11. Attend monthly board and/or finance committee meetings as requested

### **GENERAL ACCOUNTING/CLERKING**

1. Accounts Receivable
  - Bill student accounts for application, enrollment, withdrawal, tuition, athletics fees, etc. (QuickBooks and FACTS)
  - Receive tuition and other payments from all sources (FACTS, RenWeb, cash, checks, credit card, various electronic sources) and record them into appropriate software programs
  - Track all incoming monies from families, events, etc.
  - Record incoming electronic deposits (Square, RW, TSYS) into QB and FACTS as applicable
  - Prepare electronic and manual deposits (checks, cash) weekly
  - Record donations (cash & in-kind) into donor software; produce related donor receipts
  - Post needed journal entries from fundraising system consistent with non-profit accounting principals
  - Contact patrons re: returned/NSF checks, as necessary; bill for NSF charges
  - Send past due reminders, pursue delinquent accounts, send to collections if necessary
2. Accounts Payable
  - Process expenditures (invoices, purchase orders, check printing) etc.
  - Review expense requests to ensure correct ledger accounts and ensure within established budget balance
  - Maintain request process for timely reimbursements

3. Coordination and Accuracy of Accounting
  - Reconcile bank and credit card accounts monthly
  - Reconcile Quick Books/FACTS/RenWeb
  - Coordinate with Development Director for accurate accounting of income & expenses related to fundraising
  - Coordinate with AD for accurate accounting of income & expenses related to athletics program
  - Coordinate with faculty, staff, re: account balances, billing for student fees (trips, student activities, athletics, etc.)
4. Miscellaneous
  - File (hard copy and electronic) and organize financial documents
  - Maintain petty cash supply and track expenses
  - Prepare cash box as needed for special events (theatre productions, athletic competitions, etc.)
  - Prepare and distribute annual 1099s
  - Maintain financial archived files

## **HUMAN RESOURCES**

1. Payroll and Contracts
  - Prepare annual employee contracts
  - Annual payroll setup (ADP)
  - Process monthly payroll (staff, faculty, subs, coaches, custodians) (ADP)
  - Time sheet maintenance and reminders for hourly employees
  - Distribute/facilitate paychecks (mostly direct deposit)
  - Calculate/Coordinate any staff/faculty bonus
  - Benefits
    - Manage benefit enrollment and maintenance for all benefit plans
    - Coordinate with benefits vendors for In-service benefits presentation
  - Distribute W-2s
  - SAIF workers' comp payroll report
2. Employee Management, Coordination and Communication
  - Handle Confidential & Sensitive Information with a High Degree of Discretion & Good Judgment.
  - Insure compliance with state & fed HR laws and track various requirements such as COBRA, EEOC, FMLA, and policies and practices related to employment.
  - Track employee personal days/PTO, report to administrator
  - Maintain employee absence calendar (Google)
  - Along with Administrators, update employee handbook
  - Order new BOLI posters as needed
  - Employee exit procedure (coordinate collect keys & handbook with front office, deactivate in RW & ADP)
3. Certifications/Training/Record Keeping
  - HR onboarding & orientation for new employees
  - Perform background checks and fingerprinting for employees, subs, coaches, and volunteers as needed
  - Coordinate Child Abuse Recognition training
  - Maintain list of approved CSLA volunteers & drivers (including parents, teachers, students, grandparents, etc.)
  - Compile and manage employee files/records (physical and electronic files)
  - Keep record of teaching licenses and other certifications & licensing
  - Maintain HR archived files
4. Miscellaneous
  - EEO-1 report
  - Coordinate with Principal to annually prepare Academic calendar for contract vs. non-contract days and payroll/HR use

## **OTHER ASSIGNED DUTIES**

- Order necessary janitorial supplies
- Coordinate with janitorial crew for cleaning schedule (weekly agenda of special events)
- Order scrip or other fundraising cards
- End of day security and lock up as coordinated with administrative team