

**Finance Assistant**

**Description**

Calvary Christian School seeks to teach the whole child the whole truth in every aspect of our school. This position will be an integral member of our staff and report to the Executive Director of Business & Operations. The successful candidate will:

* Process and report the various financial transactions related to the school in a manner that complies with school and accepted accounting policies
* Direct the activities related to finances by interaction with all departments
* Receive, process, and deposit payments
* Process and pay invoices in a timely manner
* Collect time and attendance information and processes payroll ensuring that staff are paid in a timely manner
* Maintain the relationships with banking institutions to accomplish the accounting/banking function
* Maintain the donor database and provide appropriate acknowledgement of contributions
* Communicate with parents about payment schedules, delinquent payments, returned checks, and consequences
* Advise the Executive Director of Business & Operations on matters relating to Accounts Receivable, Accounts Payable or Payroll.
* Comply with federal and state requirements for a non-profit corporation.
* Assist the Executive Director of Business & Operations with benefits communication and administration as needed
* Track employee time and attendance information.
* Other duties may be assigned during the year as needed

**Qualifications**

* High School graduate or GED, Bachelor’s degree in related field preferred
* Front-line responsibility for interacting with parents and employees regarding sensitive matters. In that capacity, the balance between accountability, confidentiality and ministry is essential.
* A role model for students. As such, the highest moral and ethical standards are expected at all times, either on or off campus.
* Have a clear testimony of a growing relationship with Jesus Christ

**To apply:** <https://calvaryknights.com/> and scroll to the bottom of the page to *Employment Opportunities.*