

Job Description:

The Bookkeeper keeps accurate records of all financial transactions; monitors delinquent accounts, prepares monthly statements and financial reports, and answers family questions regarding billing issues. The Bookkeeper uses the QBO automation system to manage and monitor the General Ledger, Accounts Receivable, and Accounts Payable. The Bookkeeper also informs agency management, monthly or as needed, on the status of the financial statement. Meets agency standards for timeliness and accuracy.

Primary Job Functions:

- **Accounting:** Enters tuition payment checks, ACH transactions, fundraising deposits such as Parent Club Events, Memorials, RaiseRight, Food Service, all fundraising events, etc., tracks charitable gifts, and other payments in the automation system. Enters all other donations such as Partners in Education, Capital Campaign, Annual Fund, Foundation – all monies coming in to CCS.
- Maintains an accounts receivable balance of less than 10% monthly.
- Administers and conducts the month end closing process and accurately prepares month end reports for management, maintaining a clean Subsidiary Ledger.
- Reconciles all cash receipts, bank statements, and other accounts monthly.
- Prepares all bank deposits and inter-account bank transfers, as directed by management.
- Receives and renews all incoming invoices and prepares and mails payment checks, coding invoices accurately to the General Ledger, and keeping payables up to date.
- Provides hourly staff information to payroll coordinator every two weeks
- Works with payroll coordinator regularly for accuracy of records
- Working with the acting school board treasurer's and/or finance committee
- Updating and adjusting the working school budget
- Managing and coordinating investments and insurance renewal schedules and communication with the treasurer/ finance team regarding this for budgeting purpose
- Working with executive team and principal on letters of intent and contracts for hourly, salaried, and contacted staff
- Works with audit company and provides necessary information for yearly audit
- Liaison between the staff and payroll coordinator in regards to questions/concerns and changes for payroll purposes
- Liaison between the finance committee and board in regards to the finances and in conjunction with the board treasurer

Other Duties and Responsibilities:

- Performs other miscellaneous accounting responsibilities, as requested or assigned by CCS Board or CCS Principal.
- May also be needed to cover the office as needed.
- Keep record of staff days off, submit time sheets to accountant

Education, Qualifications, and Experience:

- High School education, computer processing skills, general accounting and bookkeeping training, record keeping practices and training, or related job experience of greater than two years in a similar position
- Ability to perform mathematical calculations accurately, including percentages, fractions, decimals, and simple mathematical formula
- Ability to solve practical problems and follow written, verbal or other instructions with several concrete variables.
- Attention to detail; ability to organize complex information neatly and accurately.
- Ability to compose original correspondence, write reports, have effective interaction with people, and to communicate ideas and receive and process information from others.
- Ability to learn a systematic approach to accounting and to follow the approach without direction to maintain the integrity of the financial data of the agency.
- Ability to perform light physical work, 80% sedentary in nature, exerting up to 10lbs of force frequently, and up to 20 lbs of force periodically. Activities include repetitive keyboard fingering, grasping, lifting, shifting of paper, reaching, bending, stooping, and crouching.
- Ability to operate computer equipment, business equipment and other general office equipment, including telephones and fax machines.
- Requires near vision of clarity of 20 inches or less and some mid-range vision of distances up to 20 feet for acceptable performance.
- Requires the ability to talk, to express and exchange ideas by means of the spoken word, to convey detailed or important spoken instructions to families, staff and others accurately and quickly.
- Experience with using Excel spreadsheets is preferred
- Experience with both on-line and desktop versions of Quickbooks
- Ability to communicate effectively and efficiently with CCS families

Working Conditions:

- Multi-tasking environment with significant telephone and personal disruption. Large number of multiple steps in a complex system performed with accuracy and speed is essential to the successful completion of tasks.
- This job description is intended to describe the level of work required by the person performing the work of the positions and physical requirements normal to the position. Principal duties outlined are the essential responsibilities; other duties may be assigned as needs arise or as required to support principal duties.
- This description is not intended as a contract and is subject to change and revision as needs arise. Any written contractual agreements will supersede this job description. All requirements may be modified reasonably to accommodate physically or mentally challenged staff members.

Compensation:

Hours are typically 8:00 am – 3:00 pm 3 days/wk, 12 months of the year

\$17 - \$19/hour. Staff will earn 1 hour PTO for every 30 hours worked and eligible for retirement investments

Background Check:

CCS conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Instructions to Apply:

Attach a cover letter and resume. Resume should include all employment, job titles, job duties and name of employer for each position. Resume should also clearly illustrate how prior knowledge and experience meets the qualifications, skills & abilities of this position. Candidates who do not meet qualifications will not be considered. Email to: abanks@ccspease.com or mail to CCS, 208 East Main Street, Pease, MN 56363, Attention: Amy Banks.

About Community Christian School:

Community Christian School offers students, Preschool through 8th Grade, big opportunities in a small loving Christian environment. Established in 1914, CCS provides 100+ students a distinctly Christian education with excellent academics and a supporting community. CCS inspires students to grow spiritually, achieve academically and flourish personally!

For more information visit www.ccspease.com.

Community Christian School does not discriminate in the employment of individuals on the basis of race, color, national or ethnic origin, disability, sex, or age. However, Community Christian School is a Christian educational institution and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. It is our desire to build an employee community of individuals who are currently actively living out their Christian faith and are in agreement with our Educational Philosophy, Statement of Beliefs & Objectives, Statement on Marriage, Gender and Sexuality, adhering to our policies outlined in Community Christian School's Employee Handbook.