

## **Job Description**

**Job Title:** Finance Assistant

**FLSA Status:** Hourly, Non-Exempt

**Department:** Finance

**Evaluation:** Performance will be evaluated initially at 90 days then annually thereafter with this position description. Employees will undergo initial and periodic subsequent background checks and drug screenings as required.

**Reports to:** Director of Finance

**Supervises (number of employees):** N/A

**Education Requirement:** Associate's Degree

**Years of Experience:** 1+

**Licenses or Certifications:** Holds or is in the process of earning a Florida Educator Certificate

### **Summary:**

The Finance Assistant is a position requiring a calling to use God-given talents to further the Kingdom of God. The Finance Assistant is expected to be a minister to the OCS community through actions, speech, attitude, and prayer, as they point students to Christ. This position reports to the Finance Director and is accountable for overseeing Accounts Receivable and Accounts Payable. Must understand and ensure accounting policies are adhered to, have a solid knowledge of Quickbooks and Excel, and possess strong analytical skills.

### **Essential Function:**

Supervises Accounts Payable/Receivable Clerk

Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.

Audits invoices against purchase orders, researches discrepancies, and approves for payment.

Investigates problems that vendors or purchasing agents may have with obtaining payment for bills.

Computes and records charges, refunds, discounts and similar items.

Maintains subsidiary ledgers for budgeting and auditing purposes.

Reconciles bank statements and oversees reconciliation of credit card statements.

Monitors accounts payable and receivable to ensure that payments are up to date.

Assists Finance Director with collection of past due accounts and payroll processing to include maintaining online payroll changes, files, etc.

Reconciles report discrepancies and potential issues.

Assists employees, vendors, clients, and customers by answering questions related to accounting procedures and services.

**Supplemental Function:**

**Math Ability:** Ability to calculate figures and amounts such as discounts, interest, & percentages. Ability to apply concepts of basic math and algebra.

**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, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word, Excel, Quickbooks and Renweb preferred. Also requires 10 key proficiency.

**Required Personal Qualities:**

The employee shall:

1. Have confessed Jesus Christ as his/her personal Lord and Savior.
2. Believe the Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
3. Faithfully attend and actively support a local church that adheres to the principles listed in the OCS Statement of Faith.
4. Be in agreement with the school's Statement of Faith.
5. Be a Christian role model in attitude, speech and actions both in and out of school to students, parents and fellow employees. Agree with and adhere to the OCS Lifestyle Statement.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the body of Christ.
7. Have the spiritual maturity, academic ability and personal leadership qualities to equip students to transform the world for Christ and His kingdom.

**Additional Personal Qualities:**

The employee shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
3. Meet everyday stress with emotional stability, objectivity and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and agreement with school policy.
5. Have a strong command of the English language in both verbal and written communication.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the Head of School of any policy that he/she is unable to support.
8. Refuse to use or circulate confidential information.
9. Place his/her OCS position ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the OCS community.

**Work Environment:**

Offices

Classrooms

Outdoors

Community

All facilities including roof and crawl spaces     Other: \_\_\_\_\_

**Physical Demands:**

Walking/Standing                      ✕ Lifting/Moving (number of pounds: 10)                       Stretching

Exposure to cold/Heat                      ✕ Talking/hearing                      ✕ Vision (close and distance)

Bending/climbing                       Other

\* 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.