



Faith Christian School

Financial Secretary

Reporting to the Administrator, the Financial Secretary oversees the school's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. He/she performs daily bookkeeping tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Responsibilities

- Tuition & other accounts receivable: creating customer/student accounts, entry of charges, billing & collection.
- Verification, entry and payment of all vendor bills
- Creating and maintaining employee files: preparing payroll. HR duties as assigned
- Donor database update and maintenance. Acknowledgement of gifts and year end reporting
- Bank deposits and monthly reconciliations of all cash accounts
- Financial reports for Administrator, Board and others as scheduled and/or needed
- Assist with general office duties i.e. special mailings, fundraising support, special projects
- Answer basic questions about the school's statement of faith, provide biblical resources, be prepared to share the plan of salvation, and be willing to pray with and provide Biblical counsel to students and/or families as needed

Qualifications

- BA (required), MA (a plus)
- Experience in non-profit bookkeeping or accounting
- Demonstrated excellence in organizational, managerial, and communication skills
- Proficient in QuickBooks, donor management, spreadsheet & fundraising software
- Knowledge of tuition tax credits a plus
- Believer in good standing with local approved church

Salary

Contingent on qualifications

To Apply

Fill out Staff application available on website and forward to the school, attention: Dick Buckingham, Administrator

6659 E University Drive
Mesa, Arizona 85205

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Fax: 480-325-1096

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www.faith-christian.org