

# Calvary Lutheran High School

Position Description

## Bookkeeper

*(including human resources management & donor relations)*

### **The Vision and Mission of Calvary Lutheran High School**

Calvary Lutheran High School is a relational Christian community engaging the world as servant leaders by partnering with families at the intersection of education and faith development.

### **Values of Calvary Lutheran High School**

Christ-centered, Relationship-driven, Academically Rigorous, Servant-hearted, Well-rounded

### **The Role of the Bookkeeper**

The bookkeeper is to serve the school and fellow employees by advancing the mission of the school in all areas and aspects of daily school operation.

### **Positional Responsibilities**

#### ***1. Spiritual Responsibilities***

- Be a practicing Christian in prayer, Bible study, regular worship and faith-life
- Exemplify the Christian faith and life, serving as a role model both in and out of school to students and as an example to parents, fellow faculty and staff and to the community-at-large in judgment, respect and Christian living.
- Manage fiscal resources so as to better communicate the message of Jesus Christ
- Share a message consistent with the gospel through interaction with internal customers, external customers and co-workers

#### ***2. Professional Responsibilities***

- Deliver a positive first impression consistent with Calvary values to people on the phone or who enter the building and in any written communications
- Greet all visitors courteously, determine their needs, check appointments, and direct or escort them to the proper person
- Place and receive phone calls and recorded messages
- Be aware of school activities to answer questions
- Demonstrate an outgoing, positive, and tactful personality
- Be a self-starter
- Demonstrate significant computer skills for accounting software
- Protect confidential information in professional and social contexts
- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school
- Create a variety of materials such as thank you letters, financial reports, LCMS, IRS, and State of Missouri filings, etc.
- Promptly report to the appropriate Administrator or authority any situation needing immediate attention
- Provide first aid treatment and/or medication for injured or ill students (contact parents, as needed)
- Other assigned duties would include ones mutually agreed upon between the administrative assistant and the administrator

#### ***3. Bookkeeping Responsibilities***

- Collect and post funds to school/capital campaign accounts
- Manage account receivables/payables

- Prepare bank deposits and transfers
- Reconcile cash accounts
- Assist with admissions and registration process
- Oversee tuition accounts, lunch accounts, student billing, and fees
- Supply payments & oversee program for post-secondary scholarships
- Manage online deposits and expenditures
- Provide financial reports monthly and as requested
- Maintain qualitative accounting practices
- Provide adequate documentation for audits and procedural reviews
- Fiscal year-end adjustments

#### ***4. Human Resources Management***

- Work cooperatively with the executive director to:
  - Maintain school personnel files for staff, faculty & volunteers
  - Manage all aspects of Concordia Plan Services
- Acquire W-4s, I-9s, and payroll documentation for each new hire
- Acquire and maintain a record of background checks for employees & volunteers
- Keep track of hourly employees & substitute hours
- Process payroll monthly

#### ***5. Donor Relations***

- Maintain donor database
- Acknowledge all monetary donations with an IRS receipt & thank you letter

#### ***6. Software Requirements***

- Quickbooks
- Adept at using or willing to learn if inexperienced
  - Microsoft Office Suite (Word, Excel, Powerpoint, Publisher)
  - G Suite (Google Ecosystem esp. calendar management)
  - School Management Software (RenWeb or similar)

### **Accountability**

The Bookkeeper is accountable to the Executive Director.

### **Staff Relationships**

The Bookkeeper works cooperatively with all school personnel, students, parents, and visitors, encouraging and nurturing from all members a sense of teamwork and enthusiasm for the Christ-centered ministry of the school.

### **Position Summary**

Name of Position	Bookkeeper
Days/hours	part-time, hourly, flexible
Resume Required	Yes
Position Location	Jefferson City, MO
Employment Type	part-time (less than 20 hours)
Education/Experience Required	Bachelor's Degree or 5 years' experience in bookkeeping
Yrs of Experience	None required
Travel	None required
Starting Salary	Competitive for area, education, experience level
Start Date	October 2018