



Accountant/Business Office Assistant

JOB SUMMARY

Works in collaboration with other members of the business office to maintain the business environment at Legacy. Will assist in the oversight of all areas of budgetary and financial obligations, benefits, and other duties as necessary.

DUTIES AND RESPONSIBILITIES

1. Upholds the school's statement of faith and leads by example in a way that glorifies God and honors His son, Jesus Christ.
2. Loves and is passionate about working on a team. Works well in collaboration with others both inside and outside the business office.
3. Assists with the preparation and processing of payroll.
4. Receives, processes and pays all monthly bills and statements accurately and in a timely fashion.
5. Assists with the maintenance of tuition payment programs and all information associated with this process.
6. Works with teammates to prepare and oversee any and all efforts related to financial reviews and/or audits.
7. Works closely with the Business Director to accommodate requests from the bank as it relates to banking needs. Must have experience with bank reconciliation and journal entries.
8. Assists with the review, reception and processing of registration forms for payment. Prepares tuition invoices from the forms and relays them to parents in an accurate and timely fashion.
9. Participates in maintaining accurate and reliable fundraising records in an accurate and timely fashion.
10. Works closely with parents regarding any and all financial issues.
11. Assists with the preparation and processing of all tax records and any other government affiliated information in an accurate and timely manner.
12. Ensures that Legacy meets and maintains its 501(c)3 status through familiarity with information regarding these government statutes and guidelines.
13. Responsible for helping to maintain the accuracy of the budget and all other financial records.
14. Experience in human resource and or insurance benefits preferred.

15. Performs any all related duties as required. Excellent problem-solving skills is a must.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. A personal relationship with Jesus Christ and a love for children.
2. Excellent communication, interpersonal and counseling skills
3. Accounting experience required. (Degree in accounting preferred.) Knowledge of financial policies in accordance with 501c3 statutes is helpful.
4. Must be flexible and willing to serve in other areas as needed. (i.e. carline, after hours Legacy events)
5. Ability to trouble shoot problems that may arise with late/non-payment issues and work effectively to resolve them.

Date Revised: 10/2016