

Finance Director

Manages all financial aspects of the organization. As a member of the finance committee, makes recommendations regarding budget, purchasing, insurance, and contracts.

Spiritual Requirements:

- Adheres to the Statement of Faith listed here (this should be the link to the Statement of faith)
- Affirmance that Teacher is a born again Christian
- Will serve as a Christian role model both in and out of school to students and parents
- Lives according to the School's interpretation of biblical lifestyle standards
- Regular attendance and participation in church
- Regular attendance at chapel

Responsibilities:

- Accounts payable, all accounts
- Accounts receivable, except Athletic fees
- Provide all monthly and/or weekly financial reports as directed by the Finance Committee and Superintendent
- Complete payroll by pay period, manage and maintain payroll data
- Track and manage all PTO funds, prepare monthly reports to be available as requested
- Maintain Quickbooks, Renweb/FACTS financial applications and all related transactions, train/manage employees as delegated (i.e. incidental billing)
- Monitor and manage Square Account. Delegate incidental item/price generation as needed
- Maintain and manage all vendor, tax, asset, agreements, and banking files
- Fundraising: track and/or verify the detailed data results of all fundraising efforts
- Manage and monitor musical financial activities and/or delegate as desired
- Lead all audit related work, including journal entries and/or reporting
- Monitor all bank accounts and/or credit/debit cards
- Make and/or delegate, all deposits and/or bank withdrawals
- Manage delinquent receivables collection, including the maintenance of a Collections Agency relationship
- Generate donation letters and thank-you cards for donations whether monetary, or of goods and/or services¹
- Maintain reporting of, and management of the Dedicated Account funds and related, of the Sugarbaker funds, including communication of financial accounting to the Parkview Foundation
- Manage all aspects of tuition assistance requests, track and submit for approval to Finance Committee
- Manage all aspects of tuition payment plans
- Manage the financial aspects of Illinois Invest in Kids Act
- Collect and Track Field Trip monies, provide related payments as requested

- Train and manage employees, specifically related to financial tasks delegated to them as outlined below

Duration:

12 month School Breaks and Holidays: work off-site and hours as determined necessary for critical tasks. (ex. Payroll)

Education Requirements

Accounting degree or similar degree
Bachelor's degree required

Interested candidates should provide the following materials:

- A written testimony
- A letter of interest
- A current resume

Materials should be sent electronically to:

Dr. Ray Epperson
Superintendent
Parkview Christian Academy
Yorkville, IL
repperson@parkviewchristian.net