



**Parkview Christian Academy
Job Description
Finance Director**

Spiritual Requirements:

- Adheres to the Statement of Faith listed [here](#)
- 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 services

- 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)

Duties Moved to Other Employees:

- Maintain employee files, and complete new employee files. Provide relevant payroll information to the Director of Finance
- Track and calculate PTO for all employees, calculate and notify employees at the end of each school quarter. Report to the Director of Finance (May) for any applicable reductions in pay
- Collect and calculate hourly time sheets and report to the Director of Finance in a timely manner in preparation for payroll. Distribute paychecks (hourly employees)
- Renweb incidental billing, along with fielding questions, refer to the Director of Finance for escalated questions
- Track all athletic fees, collect and account for all concessions and gate fees as directed by the Director of Finance and/or Athletic Director, prepare deposits, generate all athletic related checks (referees, conference fees, tournament fees, etc.), generate monthly reports for Athletic Director and Director of Finance
- Receive sign-in/sign-out sheets, calculate and bill BAC weekly

Reports to:

- Superintendent