



# HEIGHTS CHRISTIAN SCHOOLS

## STAFF ACCOUNTANT JOB DESCRIPTION

### GENERAL DESCRIPTION

**Job summary:** All employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to use their gifts, talents and abilities for God's glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7). The Staff Accountant supports the ministry's leadership effectiveness by providing direct administrative support to the Director of Accounting and CFO in general accounting tasks. This person shall be spiritually mature and shall reflect the purpose of the ministry, which is to honor Christ at all times.

**Hired by:** Department Administrator

**Responsible to:** Department Administrator

**Evaluated:** An annual written evaluation by the Department Administrator

**Job Classification:** Regular, Full-Time, Exempt

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### RELIGIOUS REQUIREMENTS

HCS hires to its mission. In order to further the mission of HCS, all employees must:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and uphold the ministry's the Statement of Faith and the terms of the Shared Values and Ethics of Employment as a condition for employment and continued employment in this ministry.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, regular attendance at a church that is in agreement with HCS' Statement of Faith, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Participate in, and occasionally lead, staff prayer meetings and devotions, and other ministry outreach opportunities.
- Answer basic questions about the Christian faith, provide religious resources, and pray with students and parents.

### PROFESSIONAL REQUIREMENTS

- Have a Bachelor's in Accounting; one - three years of successful experience working in accounting is preferred.
- Receive a fingerprint clearance to work with children from State and Federal governments.
- Demonstrate an exceptional level of computer literacy, proficient in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

### PERSONAL REQUIREMENTS

- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level. Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Be a team player, able to develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the ministry.
- Meet everyday stress with emotional stability, objectivity, and optimism.



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- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

### PHYSICAL REQUIREMENTS

- All employees receive a Physical Requirements Chart for their specific assignment. Employees must be able to meet the physical requirements to perform the essential functions of their job with or without reasonable accommodations.

### ESSENTIAL JOB FUNCTIONS

#### Spiritual Leadership

- Motivate students and their families to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Foster a Christ-centered, safe, caring and nurturing environment at work.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- View students and their families as an opportunity for ministry.
- Pray with, and for, students, parents, staff and administration.

#### Professional Responsibilities

- Review general ledger accounts and prepare adjusting journal entries.
- Perform account analysis and reconciliations, including bank statements.
- Assist with internal control evaluations.
- Prepare monthly, quarterly, and yearly accruals, unearned revenue, and prepaid expenses.
- Collect and review monthly credit card reconciliations.
- Manage the processing of cash receipts and prepare bank deposits.
- Assist the Director of Accounting with month-end close process, conducting research and making correction journal entries for account discrepancies.
- Support and backs up the Payroll Clerk during vacations and absences.
- Maintain fixed assets list.
- Assist the Director of Accounting with preparing financial statements.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Inform the Department Administrator in a timely manner if unable to fulfill any assigned duty.

#### Additional Duties or Responsibilities

- Recognize the need for good public relations. Represent the ministry in a favorable and professional manner to the ministry's constituency and the general public.
- Be willing to adjust work hours to accommodate special schedules or ministry-related activities as requested.
- Perform any other duties that may be assigned by Department Administrator.