



HEIGHTS CHRISTIAN SCHOOLS

ACCOUNTING-PAYABLES/ADMINISTRATIVE ASSISTANT 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 District Office administrative assistant supports the ministry's leadership effectiveness by providing a variety of specialized support duties, as well as performing administrative tasks, secretarial duties and assistance. 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, hourly

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 high school diploma or a GED equivalent.
- Have at least two years of successful secretarial/administrative experience.
- Receive a fingerprint clearance to work with children from State and Federal governments.
- Have the ability to warmly and articulately communicate when using the phone and intercom.
- Have organizational skills and the ability to work with people, projects, and resources.
- Demonstrate a reasonable 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 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, parent, volunteers, and children, and an ability to interact effectively with them.



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- 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.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the ministry.
- 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 ministry 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

- Provide direct administrative support to the Accounting Department functioning in accordance with established standards, policies, procedures, and applicable laws.
- Execute duties as assigned by the performance of the full range of clerical accounting support as assigned including performing the full scope of clerical financial record keeping transactions, customer service functions, and related support duties.
- Research, track, and solve accounting problems.
- Utilize specialized computer systems to run databases and perform various accounting functions.
- Support campus administration on day to day needs.
- Keep accurate records, be detail oriented, insure records and documents are easily accessible to administration.
- Work on specialized assignments that are moderately complex in nature where judgment is needed in resolving problems and making routine recommendations.
- Work independently with little to no instructions on routine work and general instructions on new assignments.
- Providing administrative support to relieve managers and staff of administrative details.
- Assist other departments and campuses as needed with, incoming calls, mailings, clerical work, or projects



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that can be assigned.

- Show initiative and go through the proper channels to offer suggestions for improving ministry procedures.
- Clarify and questionable invoice items or prices.
- Obtain proper information and/or data regarding invoice payments.
- Process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- Review invoices and requisitions for satisfactory payment approval.
- Pay vendors by scheduling checks and ensuring payment is received for outstanding credit.
- Ensure that all payments are sent on time.
- Respond to all vendor inquiries regarding finance.
- Resolve payment discrepancies and disputes on behalf of the company.
- Maintain copies of vouchers, invoices or correspondence necessary for files.
- Continue to improve the payment process.

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 the administration.