



ADMINISTRATIVE PERSONNEL POSITION DESCRIPTION

Position: SCHOOL FINANCE MANAGER

Employment Schedule: *12 Months*
Evaluation: *Annual*
Reports to: *Superintendent*
Supervises: *Business Office*
Compensation: *per experience*

Summary: The ECA School Finance Manager will work with the Superintendent to oversee the finances of the school. The School Finance Manager will report directly to the Superintendent and will keep the Superintendent informed of any pertinent financial issues. The School Finance Manager will work with the office manager and the payroll personnel as well as supervise the Business Office Assistant in the processing and handling of financial matters.

Essential Duties and Responsibilities:

- Oversee the maintenance of up-to-date and accurate computerized records for all financial transactions.
- Keep authorized signers for financial accounts/transactions current.
- Notify the payroll staff of each staff member's annual or hourly salary, including pertinent information on their health insurance benefit.
- Work prepare monthly financial statements for the Finance Committee and School Board.
- Inform the finance committee about all pertinent issues.
- Prepare individual monthly financial statements for all who have responsibility for particular budget lines.
- Keep accurate and up-to-date bookkeeping records
- Keep current on IRS regulations, and effectively implement them.
- Prepare financial statements and all supporting schedules in preparation for the annual audit or review.
- Maintain records of fixed assets and depreciation or amortization.
- Manage and oversee the school's SGO account; work with families who are applying for financial aid through the SGO program, and make recommends to the Superintendent on award amounts from both the SGO program, and also the ECA budgeted financial aid.
- Notify families of the financial aid amounts they have been awarded.
- Oversee the tuition management program through FACTS ensuring all accounts are correct and up to date.
- Oversee general collections ensuring accounts are current.
- Work with the Superintendent and Finance Committee on preparing the annual budget.
- Negotiate with vendors concerning credit card rates, and oversee any contract reached through the Finance Committee.
- Regularly review the progress of our investment portfolio, and take money out as allowed through policy, per the annual plan of the Finance Committee.
- Work with and support fundraising, guiding their financial decisions and bookkeeping, being sure that all IRS regulations and accounting principles are being followed.
- Maintain the accounts payable processes for ECA. Verify all bills to be paid and issue payment as appropriate.
- Oversee and maintain the ECA credit card account. Issue credit cards to appropriate staff. Verify purchases are valid school expenditures.
- Ensure all deposits are made timely
- Continually evaluate the financial operations of ECA and look for opportunities to increase efficiency, opportunities to grow, and ways to better steward ECA resources.

Spiritual Qualifications:

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Accept and support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
- A deep commitment to, and personal understanding of, the principles of a Christian education.

Position Qualifications:

- Bachelors Degree (preferred Master's Degree)
- Previous work experience in a finance related role.
- Meticulous and organized approach with their work.