



## Financial Manager Job Description R7-2023

**Job summary:** The Financial Manager is responsible for recording all GCA financial transactions and providing detailed reports to the organization.

**Hired by:** Head of School

**Reports to:** Director

**Evaluated:** An annual written evaluation is provided by the Director. Quarterly evaluations may be performed as needed to ensure target objectives are being met.

**Type of position:** This is a full time position paid on a salaried basis. This position is not contracted, and employee or employer may terminate the relationship at any time.

**Work schedule:** Financial Manager is expected to be present year-round.

# Required Qualities

## **1. Required Spiritual Qualities and Expectations**

- a) Has received and acknowledges Jesus Christ as his/her personal Savior and Lord.
- b) Seeks to live a life as His disciple, displaying Christian maturity and live by the school's lifestyle statement as a condition for employment and continued employment in this ministry.
- c) Is active in a Bible-believing church whose Statement of Faith is consistent with GCA's.
- d) Stands as a positive Christian role model for students, parents, employees, and our larger community while maintaining integrity in all personal and professional matters.
- e) Believes and actively supports GCA's Statement of Faith.
- f) Has a conviction that God has called him/her to Christian school ministry.
- g) Reflect the purpose of the school by honoring Christ in every activity.
- h) Maintains high standards of ethics, honesty, and integrity in all personal and professional manners.
- i) Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.

## **2. Required Professional Qualities**

- a) Demonstrate a reasonable level of computer literacy, have basic proficiency in Microsoft Office Suite (advanced Microsoft Excel desired), emailing, accessing the Internet, and proficiency or willingness to learn the FACTS system.
- b) Financial Manager shall abide by the GCA Confidentiality Statement, Lifestyle Statement, and Foundational Documents.
- c) Financial Manager shall abide by the Faculty/Staff Handbook.

## **3. Required Personal Qualities**

- a) Spiritual maturity, academic ability, and personal leadership qualities.
- b) Strong organizational and administrative abilities with the ability to manage a multiple task workload a must.
- c) Must follow up immediately and thoroughly.
- d) An enthusiastic visionary or encourager and a self-starter with a high energy level.
- e) Ability to organize his/her work for maximum results.
- f) Excellent oral and written communication skills with the ability to speak and write clearly to students, other teachers, parents, and staff.
- g) Demonstrate sensitivity toward prospects, parents, students, staff, and volunteers, and an ability to interact effectively with them.
- h) Meet everyday stress with emotional stability, objectivity, and optimism.
- i) Understand the importance of discernment, discretion, and confidentiality as it pertains to the school.

- j) Develop and maintain a positive rapport with students, parents, and staff.

## **Essential Job Functions**

### **4. Responsibilities**

- a) Accounts Receivable. Be responsible for all monies including auxiliary funds received by the school for payment or donation. Record such monies properly, secure such monies in the school safe, make bank deposits in a timely manner.
- b) Accounts Payable. Process and reconcile operations and auxiliary invoices and make payments in a timely manner.
- c) Credit Card Transactions. Enter all credit card activity for operations and auxiliary in QuickBooks for reconciliation by the accountant.
- d) Communications. Management of incoming phone calls and electronic forms of communication regarding student accounts, as well as all receivable financial accounts. It is important that the voice of the school be professional and friendly. Prepare receipts for thank you letters when appropriate.
- e) RenWeb and FACTS Management. Be familiar with RenWeb and FACTS Management computer programs.
- f) QuickBooks. Be familiar with QuickBooks and keep auxiliary, receivable data entry, and family financial information up to date.
- g) Prepare accounts payable and appropriate reports.
- h) Prepare monthly financial reports on outstanding accounts.
- a) Coordinate and accurately record all receivable arrangements for field trips, special events, etc. with supervising staff member. Communicate student receipts and amounts due with supervising staff member for their follow-up.
- b) Maintain confidentiality of privileged information.
- c) Track and collect tuition and fees according to approved policies and procedures.
- d) Manage all Financial Aid application paperwork working with the HOS to assess and determine financial aid awards. Process award notification to families and implement assistance into the accounting system.
- e) Process EdChoice applications and payments and communicate with families.
- f) Any other duties as deemed necessary by HOS.

### **5. Work Schedule**

The Financial Manager is expected to be present year-round. A workday is 8 hours, typically 7:45 am-3:45 pm during school days. Summer hours may differ and have flexibility.

## **6. Compensation**

- a) As defined in the 12-Month Administration Benefit Schedule.

**I understand these responsibilities and agree to fulfill them to the best of my abilities. I understand that my job description may change without prior notice.**

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**Name**

**Date**