

Financial Manager Job Description

About Riverside Christian School

Riverside Christian School has a long and proud history of excellence in meeting the educational and spiritual needs of families in the Grand Forks, East Grand Forks, and surrounding areas since 1982.

RCS leads students to pursue their full potential by assisting families in providing a Christ-centered education. Our mission is to inspire students to pursue academic excellence from a biblical worldview.

Description:

We are seeking a self-motivated, flexible, and dedicated individual to oversee the financial operations of the school, under the immediate supervision of the principal and school board treasurer.

Requirements:

Two-year financial/business related degree and/or equivalent combination of education and experience.

Responsibilities and Expectations

Spiritual

- Agree to the school's statement of faith and seek, in all actions, to glorify God

Finance/Accounting/Bookkeeping

- Reconcile and manage accounts payable and receivable
- Reconcile general ledgers and bank statements to ensure they comply with accounting procedures
- Prepare and run payroll, payroll tax reports, tax deposits and year-end documents
- Manage, organize, and maintain family tuition records
- Perform the billing, collection, deposits, disbursements, and record maintenance of tuition and fees
- Enter annual budget into QuickBooks
- Coordinate the preparation and the completion of the annual GAAP Audit
- Collaborate and work with Marketing Director during fundraisers and special events
- Communicate with Variable Tuition Committee
- Other duties as assigned

Human Resources/Operations

- Manage and maintain personnel files for payroll and employee benefits
- Arrange annual meetings between staff and benefit providers
- Facilitate and manage monthly and yearly audits for the MN Department of Education School Lunch Program
- Prepare monthly financial reports for school board meetings
- Manage, update, and maintain donor database
- Maintain and update the annual Riverside Christian School Business Calendar
- Develop and update RCS Business Handbook
- Work cooperatively with colleagues to develop and implement effective and relevant policies
- Participate in monthly school board and weekly administration meetings
- Participate in school fundraisers and special events
- Assist with maintaining and updating equipment inventory for the school
- Other duties as assigned

(over)



Skills and Abilities:

- Proficient in computer applications including Microsoft Office Suite and QuickBooks
- Excellent written and verbal communication skills
- High level of interpersonal and relational skills to handle sensitive and confidential situations
- Use initiative and prioritize work
- Accurate and well-organized approach to work

Personal Attributes:

- Professes Christ, with a deep appreciation for the culture and values of Riverside Christian School and the greater Grand Forks community
- Shows good discretion and sound judgment
- Possesses ability to work well independently
- Displays versatility and adaptability to varying job demands, changing work flow, and office environment
- Respectfully submits and is loyal to constituted authority
- Shows respect for staff and required procedures
- Knows and observes school policies and regulations
- Demonstrates willingness to learn
- Meets everyday stress with emotional stability, objectivity and optimism

Position Properties:

- Full time during the school year, with reduced hours in the summer