

FAITH ACADEMY BELLVILLE

FAITH ACADEMY BELLVILLE 12177 Highway 36 Bellville, Texas 77418

Position : Accountant

Faith Academy is accepting applications for the position of Accountant for our administrative team. The ideal candidate will demonstrate the ability to efficiently carry out budgeting, forecasting, and financial reporting, along with accounts payable and receivable functions. The ideal accountant would possess the appropriate training and credentials to effectively carry out the assigned tasks. The accountant will work collaboratively with our existing accounting staff.

Supervisory Responsibilities

1. Develop and manage budgets
2. Ensure that budgets, payments and legal obligations are within compliance
3. Ensure compliance with accounting, purchasing, payroll, human resources, and grant management
4. Generate and analyze financial reports
5. Collaborate with executives and directors to create strategy to increase profitability and sustainability
6. Advise executives on financial decisions
7. Offer guidance and direction to accounting department of best practices and legal compliance in all accounting matters

Administrative Responsibilities

1. FACTS (tuition, billing for incidentals, monitoring lunch accounts and past due account balances)
2. Removing account balances from FACTS for withdrawn students
3. Running AR report and lunch report in FACTS before report cards are released; applying "financial block" within RenWeb for unpaid account balances
4. Overseeing rent deposits and invoices
5. Handling incoming fundraiser collections
6. Night of Knights fundraiser deposits (monitoring change bags, learning software for events, working event to close out auction winners, sending follow-up invoices to auction winners)
7. Golf tournament fundraiser (working event, change bags and prize money specified by event organizer)
8. Book Fair event (handling monetary income and providing change for event organizer)
9. Sports (Booster Club) handling monetary income from concession stands and admissions in collaboration with Athletic Director
10. Handling deposits for student clubs / organizations, fundraisers, etc.
11. Running QuickBooks reports for clubs as requested
12. Tie out FACTS to QuickBooks (books, tuition, FALCON Fees, etc.)

I have been crucified with Christ and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave himself for me.

-Galatians 2:20

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End of Month Duties

1. Ensure all remittances are booked in QuickBooks
2. Run FACTS transfer report, book Journal Entries in Quickbooks
3. Collaborate with other accounting staff to monitor prepaid tuition entry, withdrawals, and accurate Journal Entries
4. Prepare bank reconciliation in QuickBooks for main checking account, monitor financials to ensure consistency
5. Compare financials with budget to ensure consistency
6. Perform Accounts Payables duties as needed

Staff Responsibilities

1. Attend daily prayer and devotion time.
2. Serve as duty teacher before or after school, at lunch and between classes as assigned by the administration.
3. Participate in in-service and staff development opportunities as requested by the administration.

Spiritual Leadership

1. Continue to seek and maintain a personal relationship with Jesus.
2. Encourage, nurture, and model godly character for peers, parents, and students.
3. Provide spiritual growth opportunities for staff and students through daily devotions, prayer and appropriate participation in weekly chapel services.
4. Support, encourage and edify the school community.

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