



Financial Assistant

Position Overview

The Financial Assistant's focus is upon tuition and financial aid management, maintenance of the general ledger, financial reporting, accounts payable, and some accounts receivable for North Hills Christian School. This employee is contracted by the School Board upon recommendation by the Executive Director. Position reports to, and performance is evaluated by, the Executive Director.

Required Personal Qualities

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

Minimum Qualifications:

- High School Diploma

Preferred Qualifications:

- Bachelor's Degree
- Proficient in Quickbooks

Essential Job Functions

- Prepare bank deposits
- Accounts payable processes (i.e. entering invoices and receipts; printing and mailing checks)
- Post all family payments in FACTS, the school's third party tuition management system
- Reconcile monthly bank statements, submitting them to the Executive Director for approval
- Make end of month and end of year journal entries
- Produce projected budget reports for the Administration and Finance committee
- Produce projected transaction reports
- Oversee payroll preparation
- Ensure the proper filing of federal tax deposits, NC tax deposits, quarterly tax reports, and sales tax reports
- Prepare annual W-2's and tax reports
- Maintain records of teacher benefits for all employees (sick days, personal days, medical, etc.)
- Maintain personnel records for all employees
- Prepare reports for CPA annual audits and reviews
- Maintain records of Workman's Compensation claims
- Oversee and administer the school's need-based tuition assistance program according to school policy



Working Conditions

- Office environment
- Occasional night and weekend work required

Please submit resume, cover letter, and an online portfolio, if applicable, to Kelly Lookadoo, klookadoo@northhillchristian.com.

