



NORTH CLACKAMAS CHRISTIAN SCHOOL

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Controller, Business Office Manager

Start Date: June 1, 2024

Full time position, which includes the following professional responsibilities:

- Serve as the Accountant for the school's financial management using Quickbooks, with a proven high level of understanding and proficiency; collaborate with the CPA for tax and other business as necessary
- Oversee payroll (ADP), accounts receivable, and accounts payable
- Oversee banking duties, including be a secondary signer for checking
- Support Administrator with HR tasks (process paperwork for new hires, maintain personnel files, issue contracts, process background checks)
- Manage all aspects of tuition payments, student fees, and financial aid
- Process rental contracts and school events in regards to payments, use agreements, and W9/1099s
- Supervise the business office staff, providing direction and managing all tasks assigned (curriculum inventory, fundraisers, purchasing, licensing agreements, vehicle registration, insurance, etc.)
- Cooperate with the school board and Administrator in the implementation of all policies, procedures, and directives governing the business affairs of the school, including preparation and presentation of monthly financial reports
- Exercise strong public relations and represent the school favorably and professionally with staff, parents, students, and the general public
- Maintain the school's business affairs in compliance with applicable federal, state, and local laws; oversee maintenance of school business records as a non-profit
- Proficient use of the following programs: ADP, QuickBooks, Windows OS, Microsoft Office (all categories), FACTS, Greater Giving, Google Suite
- Report to the Administrator and support the needs of Administrator and school as they are known, within the context of the Controller position.

Requirements

Professional Requirements:

- Education: Minimum of a Bachelor degree in Accounting
- Experience: 5 years (minimum); business management and non-profit experience preferred, with responsibilities reflective of the professional responsibilities noted for this job
- Professional, collaborative, organized, effective communicator, servant leader
- Willing and able to abide by the NCCS Employee Handbook

Personal Requirements:

- Received Jesus Christ as your personal savior
- Believe the Bible is God's Word and the standard for exercising personal faith and daily living
- Be a Christian role model in attitude, speech, and actions towards others
- Regularly attend a local Bible believing church, which has a Statement of Faith in agreement with the school's Statement of Faith
- Be in agreement with the school's Statement of Faith

Salary, Hours, Benefits:

- Salary based on training, education and experience

- 40 hours per week (business hours, negotiable)
- Year around, on-site (not remote)
- Medical, PTO, 401k, Tuition (NCCS)

Application Requirements

- Resume
- Cover letter
- College transcript(s); certificates/licenses
- NCCS job application