



NORTH CLACKAMAS CHRISTIAN SCHOOL

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Job Position Announcement

Accountant

2022-23 School Year

The Accountant position is currently open, with a desired start date of October 1, 2022. This is a part-time position with a 12 month (annual) contract.

General Responsibilities and Requirements of the Position

- Collaborate with administration to fulfill the mission of NCCS through the role of Accountant
- Maintain the school's business affairs in compliance with applicable federal, state, and local laws
- Develop and oversee Payroll (ADP) with accuracy and within timeline, ensuring that all aspects are carried out accordingly
- Work in coordination with Business Office Assistant on AR and AP in order to perform proper GL bookkeeping and budgeting practices
- Oversee the school's yearly budget development, review and management
- Manage aspects of tuition and financial aid, as it pertains to areas of the budget and bookkeeping; provide support to parents regarding tuition payments and aid, as necessary
- Support the financial aspects of school improvement efforts (development)
- Work in coordination with a CPA to review financial status according to schedule, including tax filing and audits
- Cooperate with the school board and administrator in the implementation of all policies, procedures, and directives governing the business affairs of the school, including presenting full financial statements at monthly board meetings
- Support accreditation requirements in regard to providing annual reporting, and participation as needed
- Exercise strong public relations and represent the school favorably, including demonstration of excellent communication (written and verbal) skills
- Show professionalism in performing tasks with accuracy, timeliness, and responsibility, according to all laws and standards for the position, as well as what is in the best interest of NCCS.
- Requires proficient use of the following programs: ADP, QuickBooks (GL)
- Will provide training on these programs, if unfamiliar: RenWeb/FACTS, Greater Giving,

Professional Experience and Education Required

- Education: Bachelor degree in Accounting
- Experience: 10 years+ preferred, with experience in accounting and payroll
- CPA preferred

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 and Christian philosophy of education

Application Requirements

- Resume
- Cover letter

- 3 letters of reference, 1 should be from a church leader
- College Transcript
- Certificate, License, Awards, etc. (as applicable)

Schedule:

- 10-15 hours (per week)
- Flexible days (3-5 per week)
- On site and remote work (hybrid option)

Salary:

- Based on training, education and experience (\$50-hour minimum)
- Monthly payroll

Benefits:

- No Benefits (part time)
- Sick days as required by law

Please email your completed application and supporting documents to Superintendent Sherri James, sherri_james@ncchristianschool.com.

The application is available on the school website at <https://www.ncchristianschool.com/about/employment-opportunities.cfm>.