



Flagstaff Christian School
Business/Finance Department Opening

TITLE: Human Resources, Business Office, and/or Finance Office

JOB SUMMARY: We are looking to add to our Business Office and as such are flexible with experience. Ideally, the candidate will have accounts receivable/accounts payable and excel experience at a minimum. Knowledge of STOs and ESA is a plus. Financial experience beyond the above qualifications is also in high need. Email application and resume to ruddell@flagchristian.org

QUALIFICATIONS:

1. Personal relationship with Christ and demonstrates Spiritual Leadership as outlined below.
2. Minimum HS Diploma. Bachelor's degree from an accredited University preferred.
3. Knowledgeable and experienced with Excel Spreadsheets.
4. Willing to complete ACSI certifications as required by ACSI.
5. Will pass a criminal background check.

REPORTS TO: Business Manager

SUPERVISES: N/A

TERMS OF EMPLOYMENT: Immediate start date, 12-month term. Reduced Summer Hours. No school Fridays, reduced hours* from Nov 28, 2024- January 6, 2025 (*must complete necessary business operations, but some remote work is possible).

EVALUATION: Job performance will be evaluated through observation, formal and informal evaluations.

SALARY: Salary based upon experience. Medical benefits starting Jan 2025. Dental, vision, and life insurance offered.

Job Responsibilities:

1. **Spiritual Leadership**
 - a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.

- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.
- d. Faculty and staff are expected to uphold the FCS Doctrinal Statement and Position on Critical Issues. We are to promote the unity of the believers and avoid denominational issues.

2. Team Member (these are flexible and depend on experience, a more formal and adjusted job duties will be completed after hire) could include, but is not limited to:

- a. Supervises the management of the financial affairs of FCS.
- b. Initiates and prepares, in conjunction with the Head of School, the annual budget for board approval.
- c. Acts as advisor to the Business Manager on all questions relating to business and financial affairs.
- d. Administers a budget control system for FCS. Appraises the Head of School of the current financial status and current budget line balances.
- e. Maintain record detail of school financial transactions through use of reimbursements, invoices, and billing statements.
- f. Provides monthly accounting of all income and expenditures.
- g. Acts as custodian of the insurance.
- h. Reconciles the Student Activity account.
- i. Prepares and processes payroll for FCS.
- j. Assumes responsibility for insurance records and insurance accounting.
- k. Cross-trains to acquire a working knowledge of the other office personnel's duties.
- l. Responds to Board Member requests to information between board meetings.
- m. Maintain current grant reporting requirements, coordinate and report grant expenditures and revenues.
- n. Demonstrates respect for each individual family, facilitates opportunities for development of spiritual and academic growth from a Christ centered Biblical worldview.
- o. Develop and implement a plan for continued professional development.
- p. Shows evidence of an ongoing self-evaluation plan which provides ongoing feedback for continued development of business office abilities.
- q. Maintain accurate, complete, and correct records as required by law, school policy and administrative regulations.
- r. Understand and be able to implement all building emergency procedures.
- s. Perform additional duties as requested.

3. Communication

- a. Maintains Accounts on FACTS for parents to view.
- b. Promptly answers emails to parents regarding financial issues and directs non Business Office emails to the appropriate place.
- c. Communicates via phone to families in a prompt manner.
- d. Develop and maintain effective communication with administrative personnel and co-workers.
- e. Facilitate positive parent-school interactions through appropriate communication with parents to include conferences, telephone calls, explanations of ESA/STOs.
- f. Communicates with FCS ESA and STO contacts.

4. K-12 Events

- a. Attends and participates in faculty/staff meetings as requested by the Principal and or Head of School.
- b. Attends K-12 school events as needed to offer financial assistance.
- c. Attendance at professional development times, Student Support Team (SST) meetings, Parent Teacher Conferences, Open Houses, Orientations, Back to School Nights, and other similar activities is required.