

# PARK CHRISTIAN SCHOOL

# Position Description

Position Classification: **Part-Time Bookkeeper**

Immediate Supervisor: Business Manager

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## **POSITION SUMMARY**

### **Purpose:**

The Bookkeeper maintains detailed accounting journals and registers in a timely, accurate, meaningful manner.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the personal qualities, knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **POSITION REQUIREMENTS**

### **Education and/or Experience:**

Bookkeeping experience or training required  
QuickBooks experience preferred

### **Certificates, Licenses, Registrations:**

None required

### **Required Personal Qualities:**

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. (Luke 6:40).
4. Is a member in good standing at a local evangelical church which has a Statement of Faith in agreement with Park Christian School's Statement of Faith.
5. Is in whole-hearted agreement with Park Christian School's Statement of Faith and Christian philosophy of education and is willing to sign PCS's Statement of Faith.
6. Maintains a close personal walk with the Lord evidenced by example and spiritual leadership among peers, co-workers and with students.
7. Observes the Matthew 18 principle in dealing with students, parents, faculty, staff and administration.

Park Christian School  
Part-Time Bookkeeper Job Description

8. Serve as a Christian role model both in and out of school to students. This includes, but is not limited to, the refraining from such activities as the misuse of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language. The employee agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a role model.

**Additional Personal Qualities:**

1. Demonstrates the character qualities of courtesy, flexibility, integrity, kindness and self-control.
2. Meets everyday stress with emotional stability, objectivity and optimism.
3. Maintains a personal appearance that is a Christian role model of cleanliness, modesty and in agreement with school policy.
4. Detailed oriented.
5. Refuses to use or circulate confidential information inappropriately.
6. Exercises friendliness and consideration, treating each staff and student impartially.
7. Recognizes the need for good public relations and represents the school in a favorable and professional manner to constituency and the public.

**DUTIES AND RESPONSIBILITIES**

**Professional functions:**

1. Maintain established office hours.
2. Know and observe school policies and regulations.
3. Treat each person with respect and courtesy.

**Essential functions:**

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|-------------------|--|
| Cash Management:  | Data entry of all receipts<br>Process receivables and activity funds<br>Process and take cash deposits to bank<br>Maintain and reconcile petty cash  |
| Accounts Payable: | Maintain Vendor files<br>Pay bills and reimbursements in a timely manner<br>Maintain W-9s for 1099 vendors<br>Data entry and filing<br>Mail/Distribute payments  |
| Payroll:          | Collect timesheets and purchase vouchers to pay substitutes<br>Prepare payroll data spreadsheet for payroll service<br>Track employee days off; synchronize with substitute's work<br>Process new employee paperwork |
| Human Resources:  | Process background checks  |
| Other:            | Additional duties as assigned.   |

Park Christian School  
Part-Time Bookkeeper Job Description

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will sit, walk, stand and talk or hear. The employee will reach with hands and arms and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision distance vision and depth perception. Occasionally, the individual must lift and/or move up to 50 lbs.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment varies; quiet and moderate to loud while in the school hallways and/or office.

Cubicle in general office area  
PC, file cabinets, desk, chair  
Access to network printer, copy machine, fax machine

**EMPLOYMENT AND EVALUATION**

Employee evaluations will be conducted by the Business Manager annually.

The Bookkeeper may be released at any time if his/her work is unsatisfactory or if there is a failure to comply with the policies and standards set forth by Park Christian School.