

Holmesburg Christian Academy
7927 Frankford Avenue
Philadelphia, PA 19136

Job Description: Office Manager and Financial Secretary - 12 month position

Function: To provide administrative support for the completion of effective support services in the running of the school. Support the financial aspects of the Academy under the direction of the Finance Committee and the Head of School. Oversee the office staff, custodians and other non-teaching aides on behalf of the Head of School.

Qualifications:

- A Christian, active in a Bible believing church, and in agreement with Christ's statements as recorded in John 3:14-21
- Candidate must be a Christian role model in attitude, speech and actions toward others
- Candidate must be passionate about serving Christ in mission work
- Active in a local Bible-believing church
- Candidate must be a strong communicator, outgoing
- Minimum of a High School diploma or a GED equivalent
- Minimum of five (5) years work experience in a financial environment which included managerial experience
- Knowledge of and the ability to apply generally accepted accounting principles and financial applications
- Ability to keep confidential information private
- General knowledge of computer skills including the programs Excel, Quicken and QuickBooks
- Ability to be firm but loving, fair and gentle
- Organizational skills and attention to details
- Must have current CPR and First Aid Certification
- Flexible and a team player
- Current State required criminal and child abuse clearances
- Ability to prepare budgets, financial reports, tax preparation, reconciliation of accounts and payroll as they apply to a non-profit institution
- The ability to perform all aspects of the job in a manner which glorifies God including appearance, flexibility, integrity and respect for authority, parents and students

Responsibilities:

Duties Relevant to the position of Financial Secretary

- Reflect the purpose of the Academy, which is to honor and glorify Christ
- Greet parents in a pleasant and professional manner
- Assist the Head of School

- Oversee the preparation of tuition invoices
- Oversee the collection of tuition, late fees and accounts receivables
- Prepare monthly reports for School Board meetings which reflect the financial stability of the Academy.
- Assist in preparing the semi-monthly payroll
- Monthly reconciliation of bank statements
- Work with Finance Committee in the preparation of the annual and revised budget.
- Review invoices to confirm that merchandise was received and the utility bills are accurate. Forward invoices to appropriate individuals for payment.
- Other duties as requested by the Head of School and the School Board

Duties relevant to the position of Office Manager

- Responsible for the supervision of office personnel and non-teaching aides
- Create and maintain a clean, attractive, orderly, safe and efficient office environment
- Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner. Communicate effectively in routine, sensitive and confidential matters.
- Recommend to The Head of School improvements needed in office procedures or operations
- Oversee the ordering of all supplies, classroom equipment and textbooks
- Keep a record of employee clearance and mandated training certification
- Work with the Head of School and the Admissions and Marketing Director in the recruitment and retention of students
- Work with the Head of School and Admissions and Marketing Director in the preparation of Open House events
- Oversee the registration of new and returning students
- Oversee and support special fund-raising events as requested
- Organize and delegate responsibilities for special event activities which include but are not limited to: School Pictures, Report Card Conferences, Race for Education, New Student Testing Days
- Recognize the need for good public relations. Always represent H.C.A. in a favorable and professional manner to the Academy's constituency and the general public.
- Follow the Matthew 18:15-20 principle in dealing with all members of the HCA community

The position of Office Manager and Financial Secretary is a 12 month position. Vacation time is offered to all 12 month employees.

Note: This job description is not intended to be all-inclusive. The Office Manager/Financial Secretary may perform other related duties agreed upon to meet the needs of the Academy at the request of the School Board or the Head of School.