

# **New Covenant Christian School**

## **JOB DESCRIPTION – NCCS Finance Manager**

Terms of Employment: Part Time, On Site, 15 hours per week average, 12 months

Reports to: Principal & NCCC Business Administrator

### **General Summary of the Position:**

The NCCS Finance Manager provides support and information to the Principal, NCCC Business Administrator, Trustees, Elders.

This position performs duties related to general financial management, the processing of receivables, payables, payroll, related financial reporting, the proper maintenance of accounting records, and the maintenance of employment records.

This position includes a great deal of communication: Principal, NCCS support staff, NCCC Business Administrator, Trustees, parents, teachers, volunteers that help with fundraisers, and suppliers.

### **Essential Duties and Responsibilities of the Position:**

#### **Enrollment, Receipts, Receivables, Contributions:**

Calculate tuition amounts for families. This includes Grant and Aid, alumni discounts, new family discounts, staff discounts, and any other discounts. It also includes giving a family credit for Tap, tuition down payments, referral credits, and any other credits a family receives. Works with families to be sure that tuition payment amounts are accurate, understood, and payment plans are in place and up to date. This is an ongoing process.

Serve the Principal and Grant & Aid Committee with FACTS information so that Grant & Aid decisions can be made with accurate information.

Tuition payments are done through FACTS and some are paid through the office. Keeping track of receivables includes communication with the parents. When necessary, it includes notifying the principal when a family is behind in payments. At times additional payment arrangements are created with the parents.

Work with the NCCS Administrative Office to make sure registration information is accurate and identical among these two offices: Administrative and Financial.

Work with the person responsible for TAP program. Credit the amounts to the appropriate families.

Donations are handled by the Development Office through Bloomerang. Cash and check donations are done by the Finance Manager. Donations received through PayPal, Bloomerang, and other electronic methods are recorded in the appropriate accounts in QuickBooks.

Deposit various other monies into the proper accounts. This includes many projects such as the weekly Pizza Fundraiser, milk money, yearbook, and other projects.

Donation thank you letters and receipts are created and sent out by the Development Office. The Finance Manager receives and files annual individual giving receipt records so that they are organized and sent on to the NCCC Business Administrator. (That office keeps a file for all contributions to the entire organization so that we have accurate record keeping in one place as a single 501c3 organization.)

### **Cash Disbursements:**

Pay the bills and enter data into the QuickBooks system, making sure to have expenses come from the appropriate budget categories. This includes many external expenses, such as the printer lease as well as internal expenses, such as workers comp insurance and the Building Fee which are billed by NCCC and then paid on schedule.

Maintain the Debit Card account. Online orders are made by designated staff members. These purchases are recorded in the proper QuickBooks accounts by the Finance Manager. Appropriate cash amounts are maintained in the Debit Card account so that the monies are available for various orders. This process involves ongoing communication with the authorized staff.

After approval is confirmed, pay reimbursements to staff and volunteers.

### **Payroll/Employee Records:**

Keep a file for each employee. This includes state and federal withholding as well as other forms that are required by law. Note: This file includes what is necessary for payroll. It does not include the actual contracts. It includes accuracy of payroll for instructional, support, and other staff. Salary, per diem, and hourly compensation is organized for each employee.

Payroll is semi-monthly and done through Direct Deposit and checks. This involves keeping the process coordinated with QuickBooks and our banking institution. Payroll taxes (Social Security, Medicare, Federal Income Tax, State Income Tax, City of Lansing Income Tax) are calculated, withheld, and payments are given to NCCC are given to the Business Administrator. This is done in a timely manner so that no late fees are incurred.

Quarterly 941 reports are generated through QuickBooks. It is checked for accuracy and then given to the NCCC Business Administrator in a timely manner. This is due in April, July, October and January. The Business Administrator does the complete filings for the whole organization.

These annual reports are prepared: W-2s, W-3, 1099s, and 1096. The W-2's and W-3 need to be matched with the 941s for accuracy. W-2s are distributed to the employees. All other copies of the W-2s go to the Business Administrator. 1099s are mailed to the various recipients. The Business Administrator combines the information for the W2s, 1099s, 1096, and W-3 for proper filing for the entire organization. Additional information is given to the Business Administrator so that complete reporting for our organization can be filed with the IRS, Social Security Administration, State of Michigan, and the City of Lansing.

### **Financial Management & Reporting:**

Manage and reconcile all banking accounts: General fund, Designated funds, Tap, Kroger, and account for all deposits and withdrawals.

Keep a file for each checking account with separate deposits and withdrawals. Reconcile all banking accounts and the Debit Card account at least monthly.

Manage the Designated Funds. There are over a dozen Designated Funds categories for various things, such as General Fund cash reserves and the Missions Trip funds of a particular graduation class. Other funds relate to special projects and so on. These funds are accurately managed and this includes communication with the Principal, Development Office, a teacher that oversees a Missions Trip, project coordinators, and so on. As seen below, a monthly report is created for all monies in these various funds.

Monthly finance reports are created through QuickBooks. This includes a balance sheet, income and expense reports compared to budget and a designated funds report. Also, a monthly cash flow report is created with Excel. These are given to the Board of Trustees prior to their monthly meeting (usually the 2nd Monday of the month). These reports also go to the NCCC Business Administrator, Elders and Treasurer.

Attend School Board Trustee meetings to summarize details in the finance reports and answer questions. There are various issues that are covered in these meetings that will require participation by the Finance Manager.

Additional information will be given upon request to the Principal, Trustees, Treasurer, or Elders. Our entire organization works together as an amazing team. The Financial Manager helps facilitate the information flow so that our teamwork culture flourishes.

Prepare the annual workers compensation audit information. This goes to the NCCC Business Administrator so that the complete report can be prepared for the whole organization.

Budget formation: Serve with the Principal and Treasurer of the Board of Trustees to form the preliminary and final budgets. This includes communication with those purchasing curriculum, supplies, etc.

Communicate with teachers and staff about budget allocations and balances that are available for curriculum, supplies, activities, retreats, etc.

Work with the Principal and Trustees when special projects, bonuses, or other items arise that are not in the approved budget. This will involve additional communication and accounting procedures.

Work with the Principal and Trustees when called upon to help create financial projections so they have good information for the big dreams and for long-term planning.

Maintain vendor files with W-9 forms prior to making payments so that complete information is available for annual 1099 and 1096 forms.

#### **Computer & Software:**

Backup copies (flash drive) are completed after any entry is made in our accounting system. One flash drive is stored in the NCCS Business Office and the other copy is taken off-site every day. There are no exceptions to this procedure.

QuickBooks and any other necessary software is maintained and kept up-date. This is most significant for payroll.

#### **Other Duties:**

Occasionally it is necessary to cover duties in the NCCS office or in a classroom if there is an emergency.

#### **Position Requirements – General:**

- Possess a basic understanding and the skills necessary for all relevant areas of accounting.
- Be proficient with QuickBooks, Microsoft Excel & Word.
- Have a positive attitude and the ability to relate well to others as a team member.
- Possess an ability to organize and coordinate workflows.
- Possess ability to effectively present information and respond to questions.
- Possess an ability to maintain confidentiality in all areas of work.

#### **Position Requirements – Experience and Education:**

Experience in active financial management and accounting, ideally in a 501c3 context or Associate's degree in accounting with bookkeeping experience in a business or organization