



## **Finance/HR Administrative Assistant**

**Mission:** At Triad Baptist Christian Academy, it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

**Primary Purpose:** To carry out the mission of Triad Baptist Christian Academy by providing exceptional customer service to students, staff members, parents, and volunteers. To create an environment that is helpful and welcoming, and to establish positive relationships with parents and other staff members. To ensure the school is working within all state/federal laws and guidelines as they relate to finance and staffing.

### **Spiritual and Educational Job Requirements**

- Agrees with and signs the TBC Statement of Faith.
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.
- Prior human resources and financial experience.
- High school graduate; college-level training preferred.
- Prior school environment experience preferred.
- Prior experience in management and customer service is preferred.
- Knowledge of the FACTS financial management system is preferred.
- Knowledge of the Opportunity Scholarship program is preferred.
- Proficient in Microsoft Office; ability to learn new software applications.
- Genuine love for and desire to work with parents and their children.
- Strong oral and written communication skills.
- Strong administrative and organizational skills.
- Ability to work in a multi-task environment independently.
- Has initiative, foresight, is creative, and detail-oriented.
- People-oriented; team player.

**Supervisor:** Headmaster

### **Personal Conduct**

- Maintains a close personal walk with the Lord, evidenced by his/her example; Exhibits spiritual leadership among peers and with students; Serves as a Christian role model.
- Conducts self in a professional manner at all times; Conducts self in word, deed, and attitude that are consistent with the current mission, philosophy, and goals of the school.
- Protects the ministry and integrity of the school.
- Attends staff meetings, trainings, and special events sponsored by the school.
- Keeps **all** information confidential.
- Maintains a professional image in dress and manner.

- Schedules vacation days in advance so that adequate coverage is maintained.
- Follows all policies and procedures of Triad Baptist Christian Academy.
- Serves in the ministry as a team player, striving for unity in spirit and action.
- Speaks with a united voice in support of final decisions made in the best interest of the school and its programming, regardless of differences of opinion.
- Handles conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, not participating in gossip or public criticism of people, programs, or policies.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and the community at large.
- Observes the Matthew 18 principle in conflict resolution; avoids a negative, critical spirit; takes problems to the appropriate administrator as necessary.

### **Professional Development**

- Community CPR/First Aid certification.
- Fire Safety Training.
- Intruder Training.
- FACTS.
- Opportunity Scholarship.
- HR and Finance Conferences.

### **Overall Responsibilities**

- Oversees the daily operations of finances and human resources.

#### **Financial**

- Oversees all financial aspects of the school, which includes but is not limited to: FACTS, parent accounts, delinquencies, credit cards, petty cash, field trips, fundraisers, merchandising, and concessions.
- Assist with budgeting and financial planning activities.
- Collaborate with other departments to ensure accurate and timely financial reporting.
- Provide support for audits and assist in the preparation of audit schedules.
- Maintain confidentiality of financial information.
- Meets with new families to set up accounts in person or by phone.
- Prepares school deposits.
- Assists directors and teachers with their budget appropriations.
- Prepares and oversees the school budget with the Headmaster.
- Oversees school purchases to ensure compliance with the budget.
- Purchases items, with the direction of the appropriate director, from fundraisers.
- Coordinates furniture purchases for the school.
- Ensures retention of financial records.
- Maintains school liability insurance and assists parents with injury claims.

### **Human Resources**

- Ensure the school complies with all state/federal employment laws and best practices.
- Conducts initial interviews with applicants if requested.
- Coordinates new hire/termination paperwork.
- Draft contracts for all employees/ coaches.
- Coordinates timesheets for all hourly employees.
- Maintains staff files, adhering to all state and federal compliance regulations.
- Oversees and advises directors on hiring and staff progressive discipline to ensure consistency between divisions.
- Coordinates staff tuition discounts (if offered).
- Recommends changes for the staff handbooks.
- Collects and submits documentation for Title Funding.
- Works with the insurance company to prepare and communicate benefits packages.
- Maintains all compliance with workers' compensation and coordinates with the school insurance.
- Coordinates all medical and supplementary insurances for staff; works with the school's insurance broker to ensure a quality open enrollment.

### **Transportation**

- Ensures adherence to church and insurance guidelines/policies by all bus drivers.
- Maintains a list of qualified drivers and ensures that qualifications are up to date.

### **Teams**

- Emergency.
- Special Events.

### **Miscellaneous**

- Assists department directors with financial and human resource needs.
- Assists teachers with budgeting class trips.
- Works alongside the Enrollment Coordinator to ensure full enrollment and staffing.
- Other duties as assigned by the Headmaster.

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Signature

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Date