

## SCHOOL FINANCIAL COORDINATOR

### POSITION OVERVIEW

The primary role of this position is to manage financial elements of Lakeview Christian School under the guidance of the Administration in a way that brings glory to God.

REPORTS TO: HEAD OF SCHOOL		POSITION PARAMETERS:	
Level:	Non-Exempt, Hourly	Full-Time	10-20 Hrs. per week
Status:	10-12 Month Position	Rate of Pay:	Depending on Qualifications

### SPIRITUAL QUALIFICATIONS

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Is active in a Bible-believing church whose Statement of Faith is consistent with LCS
- Accept & support Lakeview Christian Schools Statement of Faith, Vision, Mission, and Values.
- Maintains a high degree of confidentiality regarding all aspects of the school finances, and personnel.

### KEY RESPONSIBILITIES

The range of potential duties includes but is not limited to:

FINANCIAL MANAGEMENT	FAMILY SUPPORT
<ul style="list-style-type: none"> <li>• Serves as financial liaison with parents overseeing the tuition accounts receivable process, including proper application of financial aid, scholarships, and discounts; billing and collections; automated billing system; and reconciliations including collection of past due accounts.</li> <li>• Coordinate the Indiana School Choice (Voucher) and the Scholarship Granting Organization (SGO) programs for the school, including compliance, student application, and remittance requests, with a keen eye on deadlines</li> <li>• Ensure that the SIS accounting system generates accurate financial information on a timely basis.</li> <li>• Reconcile financial statements and submit expense reports on a monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage, Track, and Document family's financial accounts in the SIS accounting system.</li> <li>• Administer and process school choice voucher program during seasonal times.</li> <li>• Process award notification to families and implement assistance into the accounting system.</li> <li>• Manage data entry projects to utilize SIS state reporting features and functions.</li> <li>• Manage school SIS data integrity for family accounts, financials, withdrawals and state reporting.</li> <li>• Act as liaison to preschool/daycare for financial, SIS, and operational elements.</li> </ul>

*Other duties as assigned as related to the position.*

### QUALIFICATIONS

POSITION QUALIFICATIONS		SKILL SET
<b>Preferred</b>	<b>Plausible</b>	<ul style="list-style-type: none"> <li>• Computer proficient Excel, Word</li> <li>• Strong financial acumen</li> <li>• Ability to follow verbal and or written instructions.</li> <li>• Ability to coordinate multiple schedules and varying regulatory policies and procedures.</li> <li>• Able to communicate effectively with a wide array of school constituencies.</li> <li>• Able to work independently as well as within a team.</li> </ul>
Bach. in Accounting, Business	Bach. in Related Field	
5-7 yrs school financial experience	3-5 yrs. professional office experience	
3-5 yrs budget/financial reporting experience	2-3 yrs budget/financial reporting experience	
<ul style="list-style-type: none"> <li>• Pass Indiana State Police background check and complete Protect My Ministry child abuse training and other training as designated by Lakeview Christian School Administration in a timely manner.</li> <li>• Must be a member in good standing of a local evangelical church and able to articulate agreement with LCS statement of faith, vision, mission, and values.</li> </ul>		