

Finance Clerk

Department: Finance / Administration

Reports To: Director of Finance and Human Resources

Position Summary

The Finance Clerk supports the financial and personnel operations of Portersville Christian School by maintaining secure and accurate financial records, processing transactions, and assisting with personnel onboarding, auditing, budgeting and reporting. This role requires a high level of integrity, confidentiality, attention to detail, and a commitment to supporting the school's Christian mission and values.

Key Responsibilities

Financial Operations

- Process accounts payable and accounts receivable
- Receive, record, and deposit payments (cash, checks, electronic transfers) along with performing check deposits through First Desktop Banker and the bank.
- Reconcile Purchase Requisitions and Purchase Orders to Invoices and Credit Card Payments
- Prepare and issue invoices for school districts, fees, and other related tasks as required
- Manage, cut, and mail the weekly check run
- Reconcile petty cash, bank statements, and assist with monthly committee account reconciliations
- Manage Vendors and Customer Lists with accurate and complete data
- Maintain and archive the filing system for all financial documents
- Enter and maintain accurate financial records in the accounting system
- Assist with payroll processing, new hire and benefits documentation, and posting tuition deductions
- Assist with purchasing and monitoring inventory of supplies for departments as assigned

Budget & Reporting Support

- Support annual budget preparation by monitoring accurate data input in Chart of Accounts and Class. This includes a bi-monthly review and class journal entries posted by FACTS in QuickBooks.
- Track designated funds, scholarships, and donor-restricted contributions working in collaboration with Development. Tasks include sending receipts, year-end contributions statements, and appreciation correspondence.
- Maintain organized financial files and communication for audits and compliance including, but not limited to, 1099 Forms, Audit Reporting, and Fuel Tax Credit Filing.

Administrative Support

- Respond to parent/guardian inquiries regarding tuition or hot lunch prepay accounts
- Support fundraising financial tracking and reporting
- Ensure compliance with institutional policies and applicable regulations
- Maintain high confidentiality and security of financial and personal information
- Complete other duties assigned by administration

Qualifications

Education & Experience

- Associate's degree or higher in Accounting, Finance, Business Administration, or related field (preferred)
- 1–3 years of bookkeeping or accounting experience in accounts payable, accounts receivable, or basic accounting principles
- Computer literacy
- Provision of clearance reports for Criminal Records, Sex and Child Abuse, and FBI Fingerprint Background Check
- Experience in nonprofit, church, or school finance preferred

Skills & Competencies

- Proficiency in QuickBooks, Google Workspace, and Microsoft Office (especially Excel)
 - Strong numerical accuracy and attention to detail (10 Key Data Entry Accuracy)
 - Excellent organizational and time-management skills
 - Clear and effective communication and interpersonal skills
 - Ability to handle sensitive information with discretion
-

Faith & Character Expectations

- Conduct consistent with biblical principles and Christian testimony
 - Agreement with the institution's statement of faith
 - Active participation in a local church community
 - Willingness to support the spiritual mission of the school
-

Working Conditions

- Office-based role within a Christian K-12 educational environment
 - School calendar with additional responsibilities during evenings and summer as required to complete assigned duties or projects.
-