



Title: Business Office Assistant

Reports to: Director of Finance

Supervises: N/A

Status: Part Time

Position Summary: Assist the Director of Finance in the business office by executing tasks for payroll, benefits management, tuition payments, paying invoices, etc., and assist the office personnel with tasks as requested.

Requirements

Spiritual: Be a professing born-again, Bible believing Christian and in regular attendance at Bible believing church. Also, be in agreement with the DCA Statement of Faith and Biblical Morality Standards (See Terms of Employment).

Education: High School Diploma

Experience: Microsoft Office and Google Sheets required. QuickBooks Online preferred

Skills: The role requires a high degree of bookkeeping skills, excellent clerical skills, good communication skills, organizational skills, good personal representation, ability to function within a team, ability to relate well to others and a high degree of confidentiality.

Essential Responsibilities and Duties:

- Manage AR/AP of DCA Operating Fund as well as Student Activity Lunch fundraisers.
- Verify and submit bimonthly payroll to MinistryWorks. Maintain 403b deposits.
- Provide monthly oversight and prepare bank reconciliations for operating and student activity accounts.
- Set up tuition and billing options for all DCA families. Apply financial aid decisions.
- Collect tuition and other fees using FACTS and QuickBooks.
- Provide statements and follow up with parents who have an outstanding tuition balance.
- Coordinate and submit yearly DCA teacher state funds requisitions and PA State Order, distribute supplies.
- Enter credit card transactions to QuickBooks from website donations and purchases.



Collaborative Responsibilities and Duties:

- Assist with other School Office needs when needed.
- Attend staff meetings as needed.

Evaluation Method and Frequency: Yearly with the Director of Finance.

Signature

Date

Print Name

Date