

# FCS Director of Financial Services

(Revised 12/13/2020)

## About Faith Christian School:

Faith Christian School is an independent, parent-governed, Christian school established in 1980 to provide a Christ-centered education for students K-12th grade. Located in Northeastern Pennsylvania, and one-mile north of Bangor, PA and eight miles south of Stroudsburg, PA, at the foothills of the Pocono Mountains bordering the Delaware Water Gap. Faith Christian School has been serving the Christian communities of the Pocono Mountains, Slate Belt, Eastern New Jersey, and the Lehigh Valley regions for 42 years. With students from 8 school districts and over 50 churches, Faith Christian School has a diverse and outstanding population of approximately 180 students. Most public school districts in the region provide transportation to our school facility located off Route 191 in Roseto, PA.

## The Mission

The mission of Faith Christian School is to provide a unique Christ-centered education that instills character based on biblical principles and develops academic excellence for the purpose of preparing young people to serve and impact the world for Jesus Christ.

## Governance

As an independent, parent-governed institution, oversight of Faith Christian School is vested in the Board of Directors who are elected and empowered with the authority, responsibility, and accountability for the school.

## Salary and Benefits

Salary is based on education and demonstrated successful experience, approximately \$30,000. Yearly increments determined by school board.

Benefits include:

- 5 paid sick days per year (accumulates to maximum of 10 days)
- 1 personal day during the first year of employment and 2 personal days for two or more years.
- 5 paid vacation days per year
- Tuition assistance for children attending FCS

**Download an application at [www.fcslions.org](http://www.fcslions.org).** Send it electronically along with your resume, scanned transcripts and cover letter indicating interest and available start date to:

Mrs. Leeann Long, principal

Email: [longl@fcslions.org](mailto:longl@fcslions.org)

Faith Christian School, 122 Dante Street, Roseto, PA 18013-1259

Applications will be accepted until the position is filled.

## Non-Discrimination Policy

Faith Christian School does not discriminate on the basis of race, color, national or ethnic origin.

## **Job Description**

Under the direction of FCS Board Treasurer, duties include, but are not limited to the following:

- Accounts payable and accounts receivable using QuickBooks software
- Process payroll and related tax deposits, returns and annual documents
- Prepare monthly financial reports for the Finance Committee and Board of Directors
- Prepare information required by accountant for the annual federal non-profit 990 tax return
- Track all donations received using Little Green Light online platform, as well as provide annual tax letter to donors
- Track financial data using Excel
- Perform regular banking transactions, deposits and online transactions
- Administer FACTS online tuition management platform
- Track registration/enrollment, create parent contracts in Microsoft Word and finalize family FACTS accounts
- Assist families applying for the variable tuition program (through FACTS), providing computer assistance if needed
- Provide information to the Finance Committee for the purpose of variable tuition award decisions, notify families of awards, make adjustments to tuition accounts
- Assist upper grade class advisors and class treasurers with class funds, track and report on these funds held in trust
- Work with teachers in receiving and paying out funds for special events (e.g. book orders, field trips, crafts, etc.)
- Work with Promotions/Development Committee in receiving and tracking funds from fundraising events
- Maintain files and supporting documentation for all of the above

### **General Office Duties at South Campus:**

- Facilitate school communications between north and south campuses
- Assist in communications during school day between parents and teachers
- Provide health room services and minor first aid to students
- Assist staff where needed