



JOB DESCRIPTION: Assistant to Director of Operations

Goal: To insure that all school processes are conducted in a highly professional manner and on a timely basis. To perform related clerical and financial duties in order to help advance the mission and vision of Lighthouse Christian School.

Qualifications:

- Born-again Christian and credible Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Scriptures. Active member of an evangelical Trinitarian church.
- Accepts and supports the school's statement of faith and indicates a continuing sense of God's direction in working at Lighthouse Christian School.
- Demonstrated clerical and bookkeeping expertise and experience.
- The ability to work efficiently with a service-oriented attitude under stressful situations with constant interruption.
- Skilled with Microsoft Office Suite software.
- Proficient communication skills (verbal and written)
- Excellent personal relations with staff and the public at large.
- Computer experience on various software systems including QuickBooks; expert in office automation.
- At least three years of accounting & HR experience

Essential Duties and Responsibilities:

- Prepares all monthly FACTS incidental uploads
- Annually calculates tuition & enrollment fees
- Regularly prepares bank deposits
- Serves parents in financial matters
- Collect delinquent accounts
- Performs payroll twice a month
- Processes monthly budget reports for budget managers
- Bills & collects rent
- Collect all new hire documents and perform required reporting
- Maintain Renweb employee database
- Maintain HR files
- Performs all AP functions, reconciliations & filing
- Assist Financial Assistance Committee
- Perform & maintain merchant card transactions
- Perform month end duties including journal entries, reconciliations, and updating various excel reports & staff's FACTS accounts
- Provide support for LCS events
- Assist with reconciling developments database to Quickbooks
- Set up interviews schedules during hiring
- Assist with creating employee contracts
- Assist with facilities
- Performs duties as assigned by the director of operations
- Assists with annual audit

Work Requirements:

- Full-time during school year – part time during summer, non-exempt position. Hourly wage as outlined in the annual at-will employment letter.