



Bookkeeper and HR Coordinator Job Description

- I. The Bookkeeper and HR Coordinator will be directly responsible to the Head of School. The major areas of responsibility are managing the income and expenses of the General Fund and providing human resource services to CWC.

Because Christ is central to all of life, including all educational programming at Central Wisconsin Christian, the General Fund Bookkeeper/Director of Human Resource shall work to perform all responsibilities consistent with the CWC Core Values:

1. Choose joy
2. Care for others
3. Speak the Truth in love
4. Strive to grow

II. Qualifications

- Committed Christian who has a personal relationship with Jesus Christ, and is an active member in a church that professes the historic, Christian faith.
- Dedicated to a sound Christian philosophy and believes in the mission of CWC as described in its statement of core values, philosophy and purpose.
- Possess knowledge of basic accounting principles and Microsoft Excel
- Knowledge of SAGE Pro Accounting Software is preferable.
- Communicate effectively with colleagues in a team business environment.
- Will enroll own school age children at CWC.

III. Job Duties and Responsibilities

The list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as deemed necessary from time to time.

- Record and manage the income and expenses for the CWC General Fund.
- Manage Accounts Receivable-Facts, churches and individual accounts.
- Process school deposits for the General Fund and Debt Service.
- Record Accounts Payables and Cash Disbursements, while monitoring cash needs.
- Provide Human Resources that includes overseeing employee insurances, new employee processing, pension plan processing, drafting of contracts and compensation agreements
- Maintain Excel spreadsheets for employees, student counts, tuition, etc.
- Communicate with payroll services and provide needed data and information.
- Prepare monthly financial reports, balance sheet, and working budget for finance chair and school administrator and oversee fiscal year end activities.
- Process new families with FACTS, enter tuition figures in FACTS, and monitor statements throughout the year.
- Distribute tuition statements for families in June for the next school year.
- Prepare necessary information for audits. SNSP, School Choice, regular annual audit, payroll audit, pension plan audit, and census reporting.
- Collaborate with school leadership in budget planning and preparation.
- Complete state license renewals for tax-exempt status.
- Publish non-discrimination policy annually.

IV. Start Date: February 15, 2022