

Woodcrest Christian School System

Finance Office Clerk **Woodcrest Christian School System**

MINISTRY DESCRIPTION

MINISTRY MISSION:

The Finance Office Clerk shall prayerfully and faithfully seek to fulfill the WCSS Mission to "Glorify God by pursuing excellence in *Christ-centered Academics*". The Finance Office Clerk is to lead students to Christ, challenge them to obey God's Word, and empower them in the Holy Spirit to reach the Expected Results of Christ-centered Wisdom, Character, Stewardship and Service. The Finance Office Clerk is to help prepare students for higher education, for vocational success, and for wholesome family living. The Finance Office Clerk accurately and effectively conveys the Biblical foundation of the Woodcrest Christian School System and creates a brand presence that points to Jesus Christ and the work He is doing at the school and through staff and students.

MINISTRY RELATIONSHIPS:

The Finance Office Clerk works closely with the faculty, staff, and parents while reporting directly to the Finance Director. The Finance Office Clerk works with all three school system principals as part of the position's essential responsibilities.

MINISTRY QUALIFICATIONS:

The following qualifications are prerequisite to and remain conditions of employment for the Finance Office Clerk: New Birth, Christian Growth, Family Commitment, Commitment to a Local Church, Preparation and Calling to Ministry in the school. (See full-page explanation of WCSS Employment Qualifications.)

MINISTRY RESPONSIBILITIES:

The Finance Office Clerk shall carry out all duties assigned by the Superintendent and fulfill the following responsibilities in the power of the Holy Spirit:

A. Focus on Spiritual Ministry:

1. Provide Christ-centered servant/leadership for the faculty and staff in the area of finance.
2. Maintain an increasingly consistent daily walk with Jesus Christ that serves as a role model for others in Biblical convictions, Godly attitudes, wholesome speech, and loving actions.
3. Help establish *Christ-centered Academics* as the main driving force in the school system and specifically the Biblical Core as the main focus of instruction.
4. Instruct the faculty in the meaning and application of *Christ-centered Academics* and monitor and improve the spiritual impact of the faculty to the students.
5. Participate in the daily faculty devotions and chapel presentations.

6. Follow scriptural principles of reconciliation to resolve any conflicts that arise with students, parents, or school personnel. (Matthew 5:23-24; 18:15-17) Use the Peacemaker Slippery Slope approach to resolve relational conflict as it arises.

B. Focus on General Purpose:

1. Facilitate and track renewals of TB tests for all employees including reminder letters and filing received TB clearances.
2. Facilitate the regular collection of accounts receivable throughout the year maintaining accurate records of parent contacts and responses. Report regularly to the Finance Director on collection progress and generate reports as requested by the Superintendent on progress.
3. Review all personnel files as needed on a regular basis to insure that each is up to date regarding required information including I-9s, correct addresses, New Employee packet, etc.. Facilitate any corrective actions needed to insure up to date files.
4. Perform monthly bank reconciliations in conjunction with the Finance Director.
5. Under the direction of the Finance Director, meet as needed with insurance representatives to gather information regarding policies and costs.
6. Perform other duties as assigned by the Finance Director and in association with the regular functions of the Finance Office.

C. Uphold Biblical Servant Leadership in the School System.

1. Live a life of submission to God. (Romans 12:1-2)
2. Submit to God's appointed servant leaders in the School System including the Principals and the Superintendent.
3. Comply with all policies and regulations of the School System.
4. Notify the Superintendent of any policy that seems inappropriate to support.
5. Initiate servant leadership with students and parents while implementing all policies governing the operation of the School System.
6. Seek the counsel of the Finance Director, colleagues, and parents while maintaining a teachable attitude.
7. Recognize and support the role of parents as primarily responsible before God for their child's education and assist them in that role. (Deuteronomy 6:1-6; Ephesians 6:1-4)

D. Grow in Professionalism as a Christian Employee.

1. Grow in the grace and knowledge of the Lord Jesus Christ.
2. Develop self-discipline and punctuality in deference to others.
3. Demonstrate adaptability and flexibility out of respect for others.
4. Show use of wise judgment.
5. Display kindness to others. (Ephesians 4:32)
6. Meet everyday stress with emotional stability, objectivity, and optimism.
7. Develop and maintain rapport with students, parents, and staff by treating them with friendliness, dignity, and consideration.
8. Maintain a positive example of personal appearance and grooming that displays cleanliness, modesty, and wholesomeness.

9. Use acceptable English grammar and clear articulation in written and oral communication.
10. Maintain thoroughness, orderliness, and neatness in all schoolwork. (I Corinthians 14:40)
11. Attend and participate in scheduled devotional, committee, faculty meetings.
12. Know and follow the procedures for dealing with emergency situations.
13. Refuse to circulate confidential information.
14. Report child abuse to Child Protective Services as required by state law.
15. Support the broader program of the school by attending extra-curricular activities when possible.
16. Utilize educational opportunities for professional growth including college level classes and seminars on and off campus when possible.
17. Place the finance ministry ahead of outside employment or volunteer work.
18. Respond to performance evaluations to increase professional growth.
19. Represent the school in a favorable and professional manner to school families and the general public.