

**VALLEY CHRISTIAN SCHOOL SYSTEM**  
Job Description Form

Job Title: General Accountant  
Department: Business Office  
Reports to: Director of Business Operations  
Status: Exempt  
Position Type: Full-Time  
Salary Range: \$64,500-\$76,000  
Date Updated: 4/15/2023

**Purpose Statement**

The GL Accountant is responsible for supporting the Director of Business Operations and the Business Office. In this role, the candidate is expected to train and develop in all areas of the Business Office. S(H)e will provide assistance and act as a back-up for each of these functional areas in preparation for transition to a leadership role in the department. The GL Accountant is expected to move into a supervisory role for one or more functional areas with the goal of this development process being preparation and readiness for more complex managerial and leadership assignments.

The GL Accountant's beginning responsibilities will be to assist with the monthly closing process, including the booking of allocations and other recurring entries, posting the fixed assets sub-ledger, posting credit card and other online receipts to the general ledger. On a quarterly basis, the GL Accountant will be responsible for performing account analysis, and on an annual basis, the GL Accountant will assist with the closing process, budget, and assist our auditors with the financial and 403(b) audit workpapers, and 990 tax return. In addition, the GL Accountant will cross-train with the Tuition Manager, HR Manager, and with the A/P and Payroll specialist.

This position is a highly responsible position and one that requires a 4-year accounting degree, previous general ledger accounting experience, attention to detail, systems experience and excellent communication skills. The candidate will be expected to take on increasing responsibilities and develop into a department leader over time.

**Responsibilities**

- Monthly closing entries (fixed assets, credit card receipts, credit card expenses, allocation entries, accruals and amortizations)
- General ledger research and correcting entries.
- Assists with annual budget
- Assists auditors with financial, 403(b), and income tax form 990 audits with research, support documentation, and analysis.
- Prepares various governmental reporting such as multi-site, environmental, and use tax returns.
- Back-up to all other Business Office functions (A/P, Cash handling, P/R, Tuition Management, and HR)
- Other responsibilities as assigned by the Director of Business Operations

## **Qualifications**

- 4-year accounting degree
- Minimum of 3-5 years professional accounting experience in multiple general accounting roles
- Champion of Process Improvement
- Comfortable in dealing with Business Office customers (students, parents, teachers, administrators, and vendors)
- Desire for self-improvement, learning, and increasing levels of responsibility.
- Active membership/attendance at a Protestant Christian church (preferably CRC or RCA denomination) is required.
- Supports the Mission and Doctrinal Statement of Valley Christian Schools

## **PHYSICAL REQUIREMENTS**

- This position involves sedentary work; prolonged sitting is performed most of the time
- Regular bending, stooping, lifting, standing, walking, and carrying up to 25 pounds
- Prolonged viewing of a computer screen on occasion

## **WORK ENVIRONMENT**

The typical work environment is a climate-controlled office

The noise level in the work environment is usually quiet to moderate