

Liberty Christian School

Director of Business

Job Description

General Description

Job Summary: The Director of Business will manage all business- and financial- related activities for the school. Responsibilities include but are not limited to accounting, budgeting, payroll, tuition management, accounts payable and purchasing, and related financial areas. This person shall be a person of spiritual maturity and shall reflect the purpose of the school, honoring Christ at all times.

Hired by: Superintendent

Responsible to: Superintendent

Supervises: Finance department staff

Type of position: $\frac{3}{4}$ to Full-Time; Salaried Non-Exempt; \$52,000 - \$67,500 annual (FT)

Required Spiritual Qualities

It is expected that the Director of Business will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's Declaration of Faith and Doctrinal Statement (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

It is expected that the Director of Business will ...

- Possess knowledge of and skills to implement current Generally Accepted Accounting Principles (GAAP)
- Possess evidence of adequate preparation, background, or experience. (3-5 years' experience preferred)
- Possess the ability to develop, update and periodically (at least monthly) report on capital and operating budget status, variances, and to provide recommendations as appropriate.
- Possess the ability to prepare monthly financial statements and supporting reports addressing relevant variances, concerns and observations necessary to enable the Superintendent and board to make informed financial decisions.
- Hold a Bachelor's Degree in Business/Accounting from an accredited post-secondary institution. (Master's Degree in Business/Accounting preferred)
- Have knowledge and understanding of the business side of nonprofit organizations and have the organizational skills and ability to work with people, projects, and resources.
- Demonstrate proficiency in computer literacy, including word processing, accounting software, Microsoft

business applications, spreadsheets, emailing, and managing databases.

- Expert knowledge of and experience with Quickbooks.
- Have a knowledge and understanding of federal and state employment laws as related to fiduciary responsibilities of LCS.
- Have the ability to interact effectively with peers and supervisors; possess humility and a willingness to be a team player.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, and respect.

Required Personal Qualities

It is expected that the Director of Business will ...

- Sign and live by the school's Lifestyle Statement (attached) as a condition for employment and continued employment in this ministry.
- Possess the necessary customer service and public relations skills to market the school to potential families and the general public.
- Have knowledge of office procedures and methods, including those related to organization and social communications skills and proper office etiquette.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and/or partisan influence.
- Have the ability to manage multiple tasks simultaneously.

Essential Job Functions—Accountabilities

It is expected that the Director of Business will ...

Spiritual Leadership

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, honoring Christ in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict resolution.
- Integrate biblical principles and the Christian worldview throughout the work place.

Academic Leadership

- Have knowledge of the school's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of her or his own job performance.
- Participate in continuous professional development such as professional reading, college course work, in-service training, workshops, and conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Supervise the school's business office. Have the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, make timely and difficulty decisions, and communicate those decisions effectively to others.
- Oversee the maintenance of up-to-date and accurate computerized records for all financial transactions.

Departmental Responsibilities

General Duties

- Maintain all financial records and financial dealings of the school.
- Maintain a purchase order and encumbrance system.
- Supervise all maintenance of appropriate financial records and procedures for any and all extracurricular activities.
- Cooperate with the development office to direct and manage all property or business donations to the school.
- Maintain an effective record and acknowledgement system of the donations in conjunction with the development office.

Budget

- Prepare, in collaboration with the school administration, the annual income and expense budgets for board approval.
- Advise the school administration and school board of actual spending compared to budget.
- Advise the school administration of trends in receipts and disbursements.
- Prepare long-term budget projections to assist the school board and the administration in long-term planning for the school.

Disbursements

- Authorize all financial transactions within budget and financial constraints.
- Negotiate contracted services/leases/purchases with vendors in coordination with administration.
- Maintain relationships with vendors.
- Maintain favorable relationships with banking institutions, negotiate all banking transactions, and perform Electronic Fund Transfers (EFT).

Receipts

Work with the Finance Coordinator in:

- Billing of all charges and collections on accounts.
- Payment arrangements for overdue accounts.
- Notifying those whose accounts are past due and assess late fees.
- Listing past-due accounts and send copies of all student suspension letters to the school administration for the superintendent's signature.

Personnel

- Oversee all payroll functions.
- In conjunction with the human resources department, negotiate benefit rates and options with vendors.
- Advise the school administration, and the school board when requested, on issues involving personnel and benefits.
- Prepare financial information pages for the school employee handbook(s) in conjunction with the human resources department.
- Prepare annual financial pages for employee contracts.

Reports/Meetings

- Provide monthly financial statements and supporting explanations for administration and school board review.
- Attend school board meetings, regularly.
- Inform finance committee about all pertinent issues.

Legal/Audit/Records

- Keep current on IRS and state regulations, and effectively implement them.
- Have final responsibility for the preparation of quarterly and annual IRS and state forms.
- Prepare financial statements and all supporting schedules in preparation for the annual review or audit.
- Work with the auditors to file all tax documents in a timely manner.
- Maintain records of fixed assets and depreciation or amortization.
- Prepare important documents for storage in the school's safety deposit box and archives.
- Present the annual audit report and appropriate IRS forms (such as but not limited to 990) to the appropriate person or group as required by school policy.

Additional Duties or Responsibilities

It is expected that the Director of Business will...

- Recognize the need for good public relations and represent the school in a favorable and professional manner to the school's constituency, local churches, and the general public.
- Support the broader program of the school by attending extracurricular activities when possible.
- Perform other duties that may be assigned.

Items Attached

1. Liberty Christian School declaration of faith and doctrinal statement
2. Liberty Christian School Lifestyle Statement



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1. A. DECLARATION OF FAITH

We believe, and require that succeeding members unqualifiedly affirm

the inspiration of the Bible (both the Old and New Testaments); the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

This Declaration of Faith shall never be amended, modified, altered, or changed as long as this organization exists.

Source: Liberty Christian School, Constitution, page 2

1. B. DOCTRINAL STATEMENT

The doctrinal statement for Liberty Christian School consists of the following eight statements.

1. We believe in the authority and sufficiency of the Bible, consisting of the 66 books of the Old and New Testaments, as originally written; that it was completely inspired by God, and therefore infallible, inerrant, and it is the final authority in faith and life. (II Tim. 3:16,17; II Peter 1:19-21).
2. We believe there is only one true and living eternal God, an infinite Spirit, the Maker and Ruler of Heaven and earth; inexpressibly holy and worthy of all honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and existing distinct but harmonious offices in the work of redemption. (Ex. 20:2,3; I Cor. 8:6; Rev. 4:11).
3. We believe that the eternal Lord Jesus Christ, begotten of the Holy Spirit, was born of the Virgin Mary and is true God and true man. (Luke 1:26-31,35; John 1:1,14). We believe in the deity of Christ (John 10:33), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe that the Holy Spirit is a divine person, equal with God the Father, God the Son, and of the same nature; that in His relation to the unbelieving world He restrains Satan until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the gospel in preaching and testimony; that He is the agent in the new birth. (John 14:16,17; Matt. 28:19; Heb. 9:14; John 14:26; Luke 1:35; John 16:8-11; Acts 5:30-32; John 3:5-6; Eph. 1:13-14; Mark 1:8; John 1:33).
5. We believe in the reality and personality of Satan, the Devil; that he was created by God as an angel but through pride and rebellion became the enemy of his Creator; that he became the unholy god of

this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal justice in the Lake of fire. (Matt. 4:1-11; II Cor. 4:4; Rev. 20:10).

6. We believe the Biblical account of the creation of the physical universe, angels, and man; that the Genesis account is a literal, historical account of the direct, immediate creative acts of God without any evolutionary process; that man was created by a direct work of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire human race. (Gen. 1:2; Col. 1:16,17; John 1:3).
7. We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker, but by voluntary transgression Adam fell from his sinless and happy state, and all men sinned in him, in consequence of which all men are totally depraved, are partakers of Adam's conduct, and therefore are under just condemnation without defense or excuse. (Gen. 3:1-6; Romans 3:10-19; 5:12,19; 1:18,32). Furthermore, all who remain in unbelief are under the curse; and this distinction holds among men both in and after death, in the everlasting conscious suffering of the lost in the Lake of Fire. (Pro. 14:32; Luke 16:25; Matt. 25:41; John 8:21; Rev. 20:14-15).
8. We believe that the salvation of sinners is divinely initiated and wholly of grace through Jesus Christ, the Son of God, who voluntarily took upon Himself our nature, yet without sin, and honored the law by His personal obedience, thus qualifying Him to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin. We believe that faith in the Lord Jesus Christ is the only condition of salvation. That in order to be saved, sinners must be born again, which is instantaneous and not a process, and that at the appointed time, the dead in Christ shall be raised in glorified bodies and the living in Christ shall be given glorified bodies to live forever with the Lord. (Jonah 2:9; Eph. 2:8; Acts 15:11; Rom. 3:24-25; John 3:16; Matt. 18:11; Phil. 2:7-8; John 3:3; II Cor. 5:17; I John 5:1)

Source: Liberty Christian School, Constitution, page 3-4

2. Liberty Christian School Life-style Statement

Liberty Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community.

Liberty Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Liberty Christian School Declaration of Faith and Doctrinal Statement expect employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of a genetic male and genetic female (Rom. 1:21–27, 1 Cor. 6:9–20). Liberty Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Liberty Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Liberty Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

Source: ACSI Personnel Resources, 2009 Edition