



# Prestonwood Christian Academy

Version: 03/10/2016

## Job Description

Position: **HR/Accounting Assistant**

Classification: **Salaried, Non-Exempt**

Reports to: **Director of Human Resources**

**Sr. Director of Business Administration**

**Mission:** To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and the community for Christ.

### Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

### Duties and Responsibilities:

- Assist in recruiting process: maintain recruiting binder; process employment applications; maintain applicant database
- Coordinate Substitute Teacher readiness from receipt of application to first subbing assignment
- Update and distribute Approved PCA Substitute Teacher listing
- Update employee database (ADP Workforce Now system); Time and Attendance; Time Off and HR modules
- Process bi-weekly payroll and related reports and check requests
- General filing of HR and payroll related paperwork
- Oversee the running of background checks and driver checks for all staff and volunteers including result updates to database
- Maintain annual salary spreadsheet and assist in contract preparations and distribution
- Ensure the completeness of weekly AP and ACH payments
- Assist in money counting, i.e. All School Worship Offerings
- Assist in the distribution of Student Billing statements
- Additional duties as needed

### Qualifications/Skills:

- Previous experience in processing Payroll, prefer knowledge of ADP Workforce Now
- Working knowledge of Microsoft Office 2010, especially Excel, Word, Access and Outlook at an intermediate to advanced level
- Knowledge of Microsoft Access and/or Google Apps for Work, including Collaboration Tool
- Excellent communication skills, especially written as correspondence is a primary duty
- Ability to keep information confidential is essential

### Physical Requirements and Work Environment:

- Light working conditions – exerting up to 20 pounds occasionally. Primarily desk work
- Good visual acuity is required to be able to see computer monitor and decipher handwritten documents
- Repetitive motion of wrists, hands, and/or fingers as required to type and write

### Other Considerations:

- Year round work schedule; vacation time available during summer
- Payroll responsibilities may require some overtime and work during school breaks/holidays