



## Prestonwood Christian Academy

## Job Description

Position: **Staff Accountant – Billing and Human Resources**

Reports to: **Accounts Receivable Accountant**

Classification: **Salary, Part Time, Non-Exempt**

Schedule: **30+ hours per week, year round**

**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 communities 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:

- Manages various payment portals (FACTS, MyPCA, Manage Missions, Brushfire, etc.)
  - Loads academic and co-curricular billings
  - Primary contact for creating payment links and registration forms
  - Process all refund requests
  - Monitors registrations and reconciles with participation lists
  - Generates unpaid billing lists, works with Dept Heads and schedules payment reminders
- Reconciles various accounts to the general ledger
- Activates reenrolled and newly enrolled students in FACTS
- Assists Account Receivable Accountant with updating payment plan arrangements in FACTS
- Processes deposits to bank for payments received on campus
- Demonstrates commitment to customer service and responds timely and professionally to requests
- Makes effective recommendations to enhance efficiency regarding procedures and system
- Processes background checks for staff annually, new hires, and volunteers
- Maintains updated background information in FI
- Reviews, logs, and mails weekly AP checks
- Assists HR with Brushfire camp instructor reimbursement calculations and payroll check requests
- Other duties and responsibilities as assigned by the Accounting and/or HR department

### Qualifications:

- Four-year college degree, with a concentration in accounting, or the equivalent obtained through training and experience
- Minimum of one-year experience working in an accounting environment is preferred.
- Proficiency in Microsoft products in Windows and Office family, especially Excel
- Knowledge of Blackbaud and Brushfire systems preferred
- Self-starter, detail-oriented, and responsive to changing technology
- Excellent organization, multi-tasking and time management skills in a fast-paced environment
- Ability to communicate in an effective and professional manner, even in stressful situations
- High level of confidentiality
- Member of Prestonwood Baptist Church preferred

**Physical Requirements and Working Conditions:**

- Repetitive motion of the wrists, hands and fingers due to typing and calculator
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions to other workers and customers
- Sedentary office work with occasional lifting of up to 10 pounds
- Subject to frequent interruptions and frequent deadlines