



GLOUCESTER COUNTY CHRISTIAN SCHOOL

A MINISTRY OF HARDINGVILLE BIBLE CHURCH

Financial Secretary – Job Description

Role Summary: To assist the Director of Finance in the financial, HR, and insurance operations of GCCS in order to strategically support the mission of the school.

Report to: GCCS Director of Finance

Basic Objectives

- Support the GCCS Director of Finance with administrative and bookkeeping tasks
- Coordinate on a daily basis with the office staff
- Ensure that all financial records are kept current
- Help to manage school assets, so all financial matters are stewarded effectively and remain above reproach
- Help maintain legal and professional standards, protecting the school's reputation and tax-exempt status
- Help keep school leadership informed through supporting regular timely reporting

Key Responsibilities

- Perform basic bookkeeping functions
- Keep financial and HR files (electronic and hard-copy) well organized
- Communicate financial matters effectively with all members of the organization, as desired
- Help to manage records in Blackbaud Software
- Help to coordinate grant funds (security, technology)
- Help to file required government forms, reports
- Help to manage Tuition Assistance Fund
- Help to keep employment communication matters flowing efficiently
- Help maintain staff attendance records
- Assist with liability insurance claims
- Assist in the annual submission of Worker's Compensation Audit materials

Perform other duties as assigned.

Qualifications/Skill Requirements

- A regular attendee of a local biblical evangelical church in good standing
- A college degree, preferably in some area of finance, business, or office administration
- Excellent interpersonal skills – Courteous, pleasant, helpful, diplomatic, adaptable, empathetic
- Excellent ministry skills – Trustworthy (with confidential matters), discreet, tactful, servant-hearted, a listener, and truth-speaker

- Strong sense of professionalism in behavior, communication, production, and appearance – composure, excellence, and flexibility
- A self-starter, independent
- Multi-tasking and prioritizing abilities
- Excellent problem-solving abilities
- Excellent organizational and planning skills – Detail-oriented
- Good writing and grammar skills – proofreading and editing abilities
- Competent typing skills – speed, accuracy
- Strong office equipment and computer skills (copiers and printers, email, MS Word, MS Excel, MS PowerPoint, graphics editing)
- Ability to lift at least 25 pounds and to have sufficient mobility and agility for office activities
- A spirit of flexibility and availability
- Previous work experience in finance and/or business and in an educational environment desirable

Hours:

- An hourly position
- 20-25 hours per week, expected
- School Year: Monday – Friday, 7:30 AM – 3:30 PM
- Summer: Monday – Thursday, 9:00 AM – 3:00 PM

Compensation: TBD