



Job Posting: Financial Secretary, 15 hrs./week, full year

Pittsburgh UrbanChristian School

<http://www.pucs.org>

Pittsburgh Urban Christian School (PUCS) is accepting applications for the position of Financial Secretary. This is a Part-Time, 20 hour/week, full-year position.

PUCS is a K-8 school serving 130 students from throughout the Pittsburgh area. We are celebrating our 37th year of service to a diverse student body in an urban setting. Our mission is to equip students to thrive academically, emotionally, and spiritually, in order to serve. Our current annual budget is \$1.1 million, and within the next twelve months we will be launching a capital campaign to fund building renovations and other projects.

Our Financial Secretary is an integral part of the school administration. He/she will have **responsibilities in six areas:**

Income and Expenses:

- Record contributions and tuition payments
- Make deposits
- Reconcile contributions deposits with Development Office records
- Assure bills are paid in a timely fashion and recorded appropriately

Personnel:

- Run semi-monthly payroll (20 FT and PT employees) through QuickBooks
- Maintain employee contract files
- Manage onboarding documentation for new employees

Financial Management:

- Assist Executive Director in drafting, reviewing, and managing the annual budget - Perform routine bookkeeping and reporting duties to assist Development Director with foundation, State, and restricted grants

Reporting:

- Update and distribute monthly Board Report presenting Cash Flow and Account Balances - Respond to financial queries from board and staff

Families:

- Track online tuition payments (80-90 families), input manual payments, and furnish Delinquency Reports to Executive Director
- Assist front office in setting up enrollment and payment plans on our school management system,

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- Process all Financial Aid applications (50-60 families) and work with Executive Director to allocate within constraints of Financial Aid budget
- Maintain records of Parent Service Hours

Administration:

- Reconcile credit card statements and bank accounts
- Assure fees such as local employment taxes and insurances are paid
- Prepare and assist accountant for annual review and tax filing

The successful candidate will possess the following skills:

- Demonstrated proficiency in MS Excel and Word
- Experience with Quickbooks or similar accounting platform
- Experience with managing sensitive personal and institutional data
- Strong communication skills, especially regarding sensitive material

Submission of a **Statement of Faith** and completion of tasks that assess **technical and financial ability** will be components of the interview process.

Start Date: March 1, working side-by-side with our current Financial Secretary through March 31.

To apply, please submit a **resume highlighting the education and experience** that has prepared you for this position to Jonathan Ray at executive.director@pucs.org.

