Job Title:	**Finance Assistant**		Supervises:	
Reports to:	CFO		Date:	December 2024

Job Description

ROLE AND RESPONSIBILITIES

The Financial Manager is responsible for the accurate recording of all revenue and expenses for Montana Bible College and Big Sky Christian Education Foundation. This position's main responsibilities are to assist the manager in any of these areas as requested. The assistant will be expected to receive training in all areas to ensure an uninterrupted process in the event of vacation or illness of the manager. Confidentiality is critically important in all aspects of this position.

Schedule: School days – 10 hours/week (more hours when covering for vacation time or personal time off)

                          Summer – flexible schedule with up to 10 hours/week

                          School breaks – processing deposits and payables regularly as requested

Compensation: $18/hour to start

Required: ***Ability to provide a Christ-centered service to all families and students***
                          Experience with QuickBooks
                          Experience with Excel or Google Sheets
                          Ability to maintain confidentiality
                          Accurate math skills

Expectations:

- Support and act within the school's mission and values.
- Uphold the school's professional standards of personal presentation, punctuality, professional courtesy, and discretion.
- Represent the school effectively to its constituents.
- Maintain a professional demeanor, on and off campus.
- Honor the confidentiality of school, students, family, and employee information.
- Comply with all policies and procedures.
- Work effectively with the CFO, Finance Manager, parents, students, and colleagues.

Frequency:	Expected Outcomes (as assigned by manager):
Daily	- Process all payables in a timely manner for BCS, MBC and BSCEF. - Deposit all receipts in a timely manner for MBC and BSCEF. - Record all donations for MBC in Populi and for BSCEF in FACTS Giving. - Record check and cash for MBC tuition payments in Populi. - Monitor bank balances for MBC and BSCEF. - Assist MBC students with tuition payments as needed. - Maintain all tuition records both in spreadsheet form and through the Populi system. - Maintain all financial aid records both in spreadsheet form and through the Populi. - Maintain all accounts payable, tuition payment, and donor files.

Monthly	- Reconcile all Populi payments with automatic bank deposits. - Provide assistance to MBC students with tuition payments as requested. - Provide invoicing to students for tuition owing as needed. - Contact and make payment arrangements for any past due tuition. - Reconcile MBC and BSCEF bank statements in a timely manner. - Enter MBC credit card expenses in Quickbooks. - Review any past-due student accounts and remind them of their agreement with MBC.
Semi-annually	- Provide summary of financial aid requests to Scholarship Committee as requests are made by students. Enter all awarded scholarships in Populi system and notify students. - Calculate adjunct professor contracts each semester and submit for approvals. - Enter all tuition, housing, and scholarship invoices in Populi.
Annually	- Order curriculum for BCS. - Send 1099's as needed along with requesting W9's to contractors. - Send all donor year-end statements for MBC and BSCEF. - Send all student 1098-T statements to student and file with IRS. - Complete reports required by the Security of State.

Evaluation:				
Annually by CFO.				
Reviewed By:			Date:	
Approved By:	Diann Floth		Date:	