

# Willamette Valley Christian School

## Finance Officer

### JOB POSTING

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#### Job Details

*Title*

#### **Finance Officer Position**

*Description*

**Responsibilities:** The finance officer is responsible for the entire bookkeeping process at the school with two exceptions: setting the budget and end of the year taxes. Job duties include but are not limited to:

- Accounts Payable
- General Ledger
- Payroll
- Accounts Receivable
- Fine/Maintain Records
- Staff Contracts
- Finance Meetings
- Cash Boxes
- Petty Cash

**Work Week:** TBD, 20-hrs per week

#### **Requirements:**

- Have disciplined time-management skills
- Have knowledge of financial responsibilities as listed above
- Must complete application in full

#### **Recommended:**

- Previous experience in a school setting

WVCS employees are expected to fully engage in the stated mission of the school, “to provide students with a Christ-centered education that maintains high academic standards in a safe nurturing environment; to partner with parents in the training and education of their children; to provide students with the spiritual and educational foundations that will enable them to be godly, knowledgeable, and courageous adults; to equip students to *impact their world for Christ.*” Must pass a background check and be willing to sign the WVCS Statement of Faith.

**Salary:** \$15.00/hr

#### **Benefits:**

- 50% tuition benefit
- Free daycare

#### **Instructions to Apply:**

- Complete the WVCS Application

**APPLICATION MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION**

Email questions to: [dtipton@wvcs.org](mailto:dtipton@wvcs.org)