



Venture

ACCOUNTING/HR - JOB DESCRIPTION

**Adapted with permission from our friends at Maranatha Christian Academy*

Position Classification:	Accounting / HR Professional	Supervisor:	Director of Finance and Operations
Hours:	40+		
Status:	Non-Exempt		
Prepared By:	Venture Academy Human Resources Department		
Mission Statement: Venture Academy is an innovative Christian school focused on student agency and empowering Christ-centered leaders, designers, and innovators for a world we can't yet imagine.			
Job Description			
<p>Summary: A Consummate leader, with proven accounting and human resources experience. Able to multitask on a daily basis, often managing to a deadline. Excellent with people and human interactions.</p>			
<p>Essential Duties</p> <ul style="list-style-type: none">• Perform bookkeeping and accounting functions for the organization including but not limited to, Accounts Payable, Accounts Receivable, Payroll, Bank Reconciliation, Budgets and Budgeting, GL Entries, Cash Handling, Financial Reporting, Loan Management, Government Filings• Prepare yearly Audit reports.• Prepare yearly Tax Reports• Prepare yearly 990 Reporting data.• Manage Campaign and Annual Fund pledge accounts.• Function as the Student Billing expert for the organization• Perform HR duties, including, but not limited to Employee Benefits Administration, Financial Training and On-Boarding			

- Collaborate with administration in the recruiting and hiring process.
- Maintain the financial integrity of the school management database.
- Collaborate with other administrative staff to ensure school compliance at the local, state, and federal levels. Identifying and filing all required reporting
- Other Duties as assigned by the Director of Finance and Operations and the Head of School.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Displays attention to detail.
- Displays a large breadth of accounting knowledge and experience
- Understands Generally Accepted Accounting Principles (GAAP)
- Familiar with fund accounting
- Adept and well-versed using QuickBooks accounting systems.
- Experience interviewing candidates.
- Experience with Employee Benefits selection and administration.

Spiritual Characteristics

- Authentic Christ-followers who are spirit-led, displaying a genuine interest in pursuing spiritual growth.
- Accomplished learners who are intelligent, wise, and discerning, being ever mindful of the Christian worldview
- Believers possessing self-awareness and integrity, willing to serve as role models to students seeking to live an abundant life of faith and love in the world without belonging to it.

Professional Characteristics

- A Relational Leader, who is comfortable leading from the front or the back.
- Passionate and enthusiastic about Christian education, academic discipline, professional expertise, and personal scholarship, as well as about the Venture community as a whole
- Intentional about their quest for excellence as well as for continuous improvement in all things, (and supportive of high, but not necessarily uniform, standards of performance appropriate to roles of peers, coaches, staff, administrators, and students)

- Highly responsive to students and parents to promote the individual growth and healthy development of all students as unique physical, intellectual, spiritual, emotional, and relational beings.

Personal Characteristics

- A person of high character and integrity
- Servant leader in heart and attitude
- Hopeful, optimistic, and graceful in their relationships and interactions with peers, colleagues, students, and families
- Supportive, nurturing, mentoring, consistent, and empathetic mindset concerning their professional and student relationships.
- Effective and clear communicators as well as active listeners

Language Skills

Ability to read, analyze, and interpret technical procedures and manuals. Ability to write general correspondence. Ability to effectively present information and respond to questions from administrators, staff, and students and train end-users in one-on-one or small and large-group situations.

Interpersonal Skills

Must possess strong, positive interpersonal skills including communication, ability to work with a group on problem-solving, listening skills, positive attitude, and building relationships with end users. Demonstrated ability to protect personal and private information and to keep things confidential.

Mathematical Skills

Ability to add, subtract, multiply, and divide. Adept at creating and managing departmental budgets. Strong budgeting and financial modeling skills

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standard situations.

Physical/Mental Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, stand, walk, sit, and use hands and arms to handle, feel, or reach. The employee is occasionally required to stoop, kneel, or crouch and regularly lift /move up to 10 pounds and occasionally lift/move up to 25 pounds. Regular and consistent attendance on the job is expected.

While performing the duties of this job, the employee will need to have the ability to work and experience frequent interruptions to concentration; Perform or track multiple tasks simultaneously, and occasionally deal with distraught or difficult individuals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally exposed to moderate to loud noise levels in the work environment. The employee is also exposed to ordinary infectious diseases carried by students.

Education and/or Experience

Bachelor's degree in accounting, finance, or related field with 5-7 years of experience. An accomplished leader of people.