

## **Job Description**

**Position Title: Accountant**

**Department: Finance**

**Reports to: Vice President of Operations**



### **Essential Duties and Responsibilities:**

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- Perform accounting functions for French Camp Academy and its operations
- Perform and supervise the completion of other general administrative tasks relating to the Business affairs of the Academy as assigned

### **Skills and Attributes:**

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- Knowledge and experience in the Accounting process sufficient to perform the essential duties
- Ability to function in a team approach
- Knowledge and experience in the use of computers and related software, i. e., Accounting software, Excel, Access, Word and PowerPoint
- Trustworthiness with confidential information
- Desire to grow spiritually in the study of God's Word and its application to daily life
- Desire to share the Gospel of Christ with the unsaved world
- Understanding of Christian education integrating faith and learning
- Understanding of Christian marriage and parenting
- Commitment to investing in the lives of young people

### **Experience Requirements:**

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- Technical knowledge in all areas necessary to the completion of the key tasks and responsibilities, some coursework or experience in accounting is preferred
- Good record in any previous work with young people

### **Some details of responsibilities:**

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- Prepare cash deposits
- Prepare journal entries for cash, A/R, A/P and other general ledger activity
- Prepare entries for gift receipts and tuition payments
- Prepare entries for activity from support ministry operations
- Assist in the preparation of the Annual Operating and Capital Budget
- Assist to prepare accounting schedules to facilitate the annual audit process
- Perform general and administrative tasks as assigned

**NEED MORE INFORMATION: For immediate reply, qualified applicants can contact Ms. Margie Newman, Human Resource Director, at [mnewman@frenchcamp.org](mailto:mnewman@frenchcamp.org) or by phone at 662-582-0483.**