

Bookkeeper / Human Resource Coordinator

Shoreline Christian School is seeking a bookkeeper / human resource coordinator with a calling to support the financial operations of a faith-driven educational enterprise. Someone whose mission goes beyond accounting, and strives to always improve everything we do. Someone who thinks a “boutique” operation is the right fit, but likes the ever evolving challenge of serving a dynamic community.

She/he will ensure all accounting guidelines and procedures are followed and a high level of confidentiality is exhibited.

Accounting:

- Receive all agency account funds; record cash receipts, deposit in bank and credit proper accounts.
- Make payments and transfers as requested and charge proper General Ledger account.
- Prepare month end bank reconciliation journal entry and post- GF / Flex/ Note/ CIP / Endowment
- Periodically balance the petty cash and ensure change is available for athletics and other internal departments.
- Process NSF checks and coordinate recovery.
- Calculate and prepare monthly sales tax report for proper accounts and submit to the State of Washington.
- Prepare and post recurring as well as miscellaneous non-recurring month end journal entries to record various aspects of the school's financial transactions including advancement income, A/R receipts
- Year end accounting activities and journal entries including accruals, fixed assets recording, endowment, etc.
- Prepare financial statements for monthly board meeting.
- Manage credit card merchant accounts
- Process requests for Certificate of Insurance

Payroll

- Responsible as primary processor of payroll for SCS, utilizing ADP.
- Serve as primary preparer of teaching contracts, update and maintain the salaried and hourly employee salary spreadsheets.
- Tracks and maintains records for staff vacation, sick days, holidays and personal days.

Human Resources

- Maintain Employee files.
- Primary lead on managing, researching and communicating employee health/dental benefit plans, vision, life and retirement benefits.
- Maintains Pension reports, enrollment, and eligibility

Additional Responsibilities

- Maintain contracts and leases for office equipment
- Primary lead on processing and reviewing tuition assistance applications.
- Maintain Employee accident information and forms and process L&I paperwork when received from the State of Washington.
- Maintain student Accident Forms and information and provide school insurance information when requested.

Minimum Qualifications:

- AA in accounting
- Experience with MIP
- 4+ years of non-profit accounting experience
- 7+ years of accounting or relevant experience

Working Hours: Full-time; year round

About Shoreline Christian School:

Founded in 1952 as a parent run school from a single church, SCS celebrates its heritage while serving families from approximately 75 diverse churches in the Seattle area today. We recognize that each child is a unique person created in God's image. Therefore we stay small to differentiate instruction, to create a community of belonging, and to help students explore their God-given gifts, talents, and abilities. We pursue excellence in everything we do for the glory of God, and we recognize that a healthy student learner is a hallmark of true excellence.

How to apply: First – check out our website to get a sense of our mission (bottom of the homepage) and who we are. Then, please submit a resume and application to Tassie DeMoney, at tdemoney@shorelinechristian.org. No phone calls, please.

This is a full-time position with benefits. Compensation to be determined based on experience. It is the policy of Shoreline Christian School not to discriminate on the basis of race, color, national origin, sex, age, or disability in any of its policies, practices, or procedures.