



Achievers' Center for Education

(210)690-7359 • fax(210) 690-7307 • 5084 De Zavala Road, San Antonio, Texas 78249 • achieversforeducation.org

Achievers' Center for Education is a small Christian school, located San Antonio, Texas. It offers a unique opportunity to work with a dedicated staff and a small group of 6-12th graders with a variety of special needs, ranging from learning disabilities to moderate cognitive and developmental delays. We are blessed to have a positive, relaxed work environment and tremendous parental, congregational, and community support. For more information, please call Janet Roper at (210) 690-7328 or visit www.achieverscenterforeducation.org.

Resumes for full time employment are being accepted now. Please send resume with contact information for 4 references to janet@uchurch.tv.

Bookkeeper/Chief Financial Officer Duties and Responsibilities

I. PURPOSE OF JOB

To support the Mission Statement of the school by recording, monitoring, and keeping all financial records (contributions, accounts receivable, accounts payable, and payroll) up to date using selected software and any other means deemed necessary to make accurate financial data accessible to the school Chief Operating Officer, Program Assistant, select UUMC staff members, parents, the ACE School Board members, and auditors. This position administers the school's financial policies and fund raising policies and procedures, and serves as a point of contact to coordinate some routine activities and programs.

II. GENERAL RESPONSIBILITIES

Duties include, but are not limited to those set forth in the individual's employment contract, and the following:

A. Planning:

- Establish and implement a process for handling late tuition payments.
- Establish and implement an accounting system that effectively tracks donations, grants, accounts receivable, payroll, and accounts payable.

B. Communication:

- Prepare written reports to be submitted to the Chief Operating Officer, ACE Board and/or Finance Committee, UUMC Finance committee, parents, and ACE staff upon request.
- Prepare monthly reports to be reviewed by the Board and/or ACE Finance Committee.

C. Complete and Organize Paperwork:

- Pay bills in a timely fashion.
- Complete all paperwork, deposits, and reports in a timely fashion.

D. Basic Bookkeeping:

- Reconcile accounts.
- Handle accounts receivable, pay roll, and accounts payable.
- Prepare itemized deposits and deliver to bank.
- Assist the grant writing process by providing pertinent financial information.
- Collaborate with Program Assistant to provide information necessary to maintain a current list of donors for administrative use and to facilitate written acknowledgment process.
- Interact effectively with parents and staff.
- Ability to be flexible and creative, yet accountable.
- Obtain training as required.
- Document faculty and staff leave time.

E. Attend the Following Meetings:

- ACE Finance
- ACE Scholarship
- Fund Development Committee
- Fund Raising Planning

F. Manage and Comply with a Budget Allocated by the Board of Directors:

- Advise the Board and secure permission (in advance, where possible) for cost overruns and extraordinary expenses.
- Exhibit good stewardship, fiscal responsibility, and accountability to ACE Finance Committee.

G. Fund Raising:

- Assist grant writers by preparing documentation necessary to the grant writing process.

H. Board of Directors Treasurer:

- Provide a monthly written report for the Board of Directors.
- Attend monthly Board of Directors Board meetings.

III. QUALIFICATIONS

The person selected for this position must:

- A. Be committed to Christ and His Church with a strong commitment to Christian stewardship;
- B. Have the desire to serve in team ministry;
- C. Be at least 18 years of age and have accounting credentials and/or documented bookkeeping experience, with no significant criminal background or credit history;
- D. Work to maintain an appropriate level of physical and mental/spiritual health; and
- E. Bachelor degree preferred, three years experience with references.

IV. ACCOUNTABILITY

The bookkeeper will be supervised by, and accountable to, the Chief Operating Officer and the ACE Board and its Finance and HR Committees. An Observation and Performance Evaluation will be provided and in documented writing at least annually.