

## Overview of Role

<b><u>Position:</u></b>	Assistant Treasurer	<b><u>Department:</u></b>	Finance
<b><u>Class:</u></b>	Full-Time	<b><u>Wage:</u></b>	Per FAI Wage Scale
<b><u>Status:</u></b>	Salaried Exempt	<b><u>Reports to:</u></b>	CFO
<b><u>Notes:</u></b>	Position start date targeted for Q3-Q4 of 2022	<b><u>Revised:</u></b>	08/30/2022

### Our Mission:

**We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.**

### Our Vision:

**To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.**

### Finance Departmental Mission:

**We drive fiscal responsibility to create more opportunities for students to attend.**

#### **Why:**

- The Finance Team supports all FAI departments, leaders, and employees; each with a role in contributing to the management of God’s assets. Our highest priority is to support the students attending Fletcher Academy, with a goal that no otherwise qualified student will be turned away due to finances, so long as the parents and others do their parts. As such, we want to grant as many students as possible the opportunity to attend Fletcher Academy with the hope that they enter into a lifelong saving relationship with Jesus Christ.
- The assets of plant, property and equipment have been entrusted to the care of those charged with this responsibility since 1910. These assets are our responsibility to manage, develop, utilize, and grow, ultimately to God’s honor and glory. The Parable of the Three Servants in Matthew 25:14-30 is a reminder of this responsibility to not merely *protect* these assets, but to *use* them wisely and judiciously.
- One of our most highly valued assets is the people who serve in our ministries. As such, we desire to attract and retain highly talented people who have a sincere desire to find their calling in service to God’s purpose, and are aligned with our mission and vision.

#### **How:**

- **Communicates** effectively with internal and external stakeholders and constituents including parents and students to build active involvement in each student's success, such that the organization's mission may be successful -- one student at a time.
- **Engages** purposefully with other departments to monitor, advise, discuss, troubleshoot, and problem-solve in order to handle the daily needs of the organization's operation.
- **Prepares and processes** bi-weekly payroll in cooperation with HR to process bi-weekly payroll.
- **Prepares** journal entries, batch reports, allocations, federal, state, and payroll taxes.
- **Reconciles** donations received by Advancement and other departments.
- **Responsible** for student and commercial / other A/R.
- **Owns** the cashier activities and processes.
- **Preserves** the integrity of subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- **Sets the example** for student employees and others in the department by emphasizing the importance of the *manner* we engage others in conversation and interactions, along with providing them accurate accounting.
- **Collects, analyzes, and reports** data for decision-making and control.
- **Develops** reporting methods which summarize information collected from a wide variety of sources that is easily understood by others with varying degrees of ability to interpret data and draw conclusions.
- **Actively assists** CFO with management of daily cash flow and investing activities.
- **Assists** CFO with planning and budgeting for events, projects, and expenses, helping to maintain accurate lists of capital projects, assets, etc.
- **Collaborates** with department leaders to help them understand their revenue and expenses.
- **Monitors** commercial and student receivables to help in the achievement of metric goals and maintain healthy ratios.
- **Reconciles** bank statements, trial balance, etc.
- **Involves** Technology Department in improving experiences for parents, customers, vendors, and internal / external stakeholders by proactively and continuously improving processes and utilizing recommended investments in software/hardware platforms and infrastructure.
- **Jointly responsible** for maintaining full compliance with all applicable federal, state, and local laws related to financial accounting and reporting including assisting with the external auditing process.
- **Pursues** professional development and continuing education activities to ensure personal finance and accounting knowledge and skills remain current.
- **Observes** professional standards in accordance with biblically-sound ethics.
- **Safeguards** the physical, mental, emotional, and spiritual safety and well-being of students and staff, including protecting the privacy of personal and family information (financial, etc.)
- **Fosters** a team spirit of collegiality, respect, and mutual understanding among faculty/staff.
- **Assists** with other projects and tasks as assigned.

#### **What (Qualifications):**

- A **bachelor's degree or higher** in a related field, along with related experience in church or institutional / academic accounting. A Master's degree or CPA and 5+ years' experience is desirable, as well as experience working in a conference or union-level accounting role and/or a

large boarding academy or day school. Experience with financial accounting related to non-profit organizations, schools, commercial and residential rental properties, independent-living retirement facilities, and/or fitness centers is also relevant and desirable.

- **Strong communications, public relations, and interpersonal skills.** Effectively communicates both verbally and written (required to be fluent in English; bi-lingual is a plus, but not required).
- A working knowledge of both desktop and mobile operating systems; **Blackbaud Financial Edge** and **Paycor HRIS / Payroll** cloud-based software systems experience is a strong plus.
- Must have a sincerely expressed desire to serve Christ and be a practicing Seventh-day Adventist Christian who is upholding and demonstrating the values thereof, and have a willingness to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

**Who:**

- Reports to the Treasurer / CFO. May supervise adult employees, volunteers, and students simultaneously.

**Expectations:**

- The mission drives everything we do; students are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members, including the President.

**Acceptance of Role, Mission, & Vision:**

\_\_\_\_\_ (Initial) *The above is intended to describe the general nature of the work to be performed, and is not to be construed as an exhaustive list of all responsibilities, duties, or skills required.*

\_\_\_\_\_ (Initial) *I have received, read, and understand this role as described, and the expectations above.*

\_\_\_\_\_ (Initial) *I understand the mission and vision of Fletcher Academy, Inc. Ministries, and accept this role as part of a Community on a Mission.*

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date Reviewed and Accepted