



Senior Financial Analyst & Accounts Payable Manager

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – www.charlottechristian.com

Reports to: Chief Financial Officer
12 month position (Full-time)

General Qualifications:

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a bachelor's degree in Accounting, Finance, Business or related area.
4. Minimum of 3 years of experience in Accounting/Finance related fields.
5. Experience with accounting software required (Blackbaud preferred).
6. Must be organized with strong attention to detail and comfortable working in a dynamically changing environment.
7. Possess strong computer and technology skills with a focus on Excel.
8. Evidence of strong communication, interpersonal, project management and analytical skills.

Primary Responsibilities:

1. Oversee and manage Credit Card Accounts Payable process including purchase approvals, receipt management, transaction reviews, fraud prevention, GL coding and input into accounting system.
2. Oversee and manage Non-Credit Card Accounts Payable process including purchase order approvals, invoice reviews, produce/mail checks, GL coding and input into accounting system.
3. Set-up, manage and deactivate credit cards across school.
4. Maintain Fixed Assets Schedule and Long-range Capital Planning Forecast.
5. Maintain and produce expense management reports along with various other audit & reconciliation reports.
6. Assist with month-end and year-end closing along with annual audit.
7. Maintain all vendor files along with preparing and producing 1099s.
8. Manage Desktop Deposits process.
9. Complete sales tax refund process.
10. Produce and send positive pay file to mitigate check fraud.
11. Oversee and manage future accounts payable enhancement projects.
12. Responsible for various office administrative tasks.
13. Back-up co-workers when they are out of the office.

Personal and Professional Profile:

The ideal candidate will:

1. Be a born-again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Evidence of the ability to maintain confidentiality pertaining to school matters.
7. Evidence of the ability to work collaboratively within a team.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.