



Title: Accounts Receivable and Payroll Specialist

Employee Status: Full-Time Exempt / 12 month

Contract/Agreement Period: Annual Review

Reporting Relationship: Reports to Director of Accounting

Spiritual and Lifestyle Requirements:

Briarwood Christian employees are to conduct themselves in private and in public consistent with the doctrinal and lifestyle standards of Briarwood Presbyterian Church, Briarwood Christian School and as stated in church and school contracts, agreements, and handbooks and manuals.

Briarwood Christian School is a Christian ministry of Briarwood Presbyterian Church representing Jesus Christ throughout the local community. As a ministry of Briarwood Presbyterian Church, BCS employees are called to minister to students and parents. Because every subject is integrated with biblical truth, there is no secular/sacred division in the work that teachers and school staff perform.

Consequently, Briarwood Christian School requires its employees to be born-again Christians who live their lives as Christian role models and to integrate biblical truth in everything they teach and do. Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, and a willingness to live contentedly under authority.

Briarwood Christian School expects all of its employees and volunteers to model the same Christian values and lifestyle that it seeks to inculcate in its students. Employees must be able to declare (a) that they have not engaged in, (b) that they are not engaging in, (c) that they will not engage in, and d) that they will not condone or advocate in personal, teaching or professional standards during the term of their employment or volunteering: any marriage relationship, civil union,

or other union replicating marriage, other than between one man and one woman, or inappropriate sexual conduct. Inappropriate conduct includes, **but is not limited to**, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual, lesbian, bisexual, transgender, questioning (one's gender or sexual orientation), other aberrant sexual activity or other sexual misconduct, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. They must understand and agree that this position is firmly rooted in the inerrant and infallible Word of God as expressed in the Scriptures of the Old and New Testaments. Example applicable verses include but are not limited to Hebrews 13:4; Luke 6:40; Romans 1:21–27; Romans 10:9–10; I Timothy 4:12, and 1 Corinthians 6:9–20.

Qualifications:

- Mature evangelical Christian who agrees with the School's Statement of Faith and whose lifestyle is consistent with the School's Declaration of Moral Integrity.
- Member in good standing of a local evangelical church.
- Experience as an office manager or commensurate accounting experience in the areas of payroll processing and compliance, benefits administration, employee onboarding, billing, collections, and cash application required.
- Extensive data entry experience in the areas of payroll, billing, and cash application required.
- Excellent written and verbal communication skills required and strong interpersonal skills a plus.
- Understanding of an effective internal control environment in a smaller, highly accountable business operation.
- Public interaction, including a favorable track record, in an academic or related setting is desirable.
- Ability to maintain confidentiality.
- Functional working knowledge of Microsoft Office Suite Software (Excel and Word) required.
- Working knowledge of ShelbySystems payroll and FACTS billing software preferred.
- Extreme attention to details and adherence to deadlines.