



WESTMINSTER

Job Description - Financial Assistant

Position Objective:

To serve as a minister of the gospel, and to work with the Chief Financial Officer to ensure all areas of the school's business affairs and financial record keeping are accurate and in alignment with the mission and values of Westminster School at Oak Mountain (WSOM).

Values:

As ministers of the gospel of Jesus Christ, and representatives of WSOM and OMPC, all employees must wholeheartedly agree with and strive to live their lives in accordance with our Statement of Faith, mission, values, and all policies (see employee handbook).

Key Results Areas: A successful Financial Assistant:

- Assists in maintaining accurate financial records in QuickBooks Online and Ramp (Expense management platform)
- Assists in accurately tracking all accounts payable and receivable
- Works with Chief Financial Officer to ensure compliance with applicable financial and human resource regulations
- Assists with administering semi-monthly payroll and tax reporting
- Assists in data entry when needed
- Assists in maintaining accurate and up-to-date employee records
- Performs other related duties as assigned
- Act as a minister of the gospel to all students and parents of Westminster

Supervision:

The Financial Assistant reports directly to the Chief Financial Officer

Classification:

The Financial Assistant at Westminster is considered a part-time non-exempt employee working around 16 hours per week.

Required skills, abilities, education, and physical qualifications:

- Bachelor's degree in Business Administration, Accounting, or a related field required
- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Extensive knowledge of federal, state, and local educational regulations
- Proficient with Quickbooks, Google Suite, Microsoft Office Suite - especially Excel
- Must be able to sit at a desk and work on a computer for prolonged periods of time and must be able to lift up to 15 pounds at times

Notice of Nondiscriminatory Policy as to Applicants: Westminster School at Oak Mountain does not discriminate on the basis of race, color, or national origin. As a ministry of Oak Mountain Presbyterian Church, we can and do discriminate on the basis of religion, gender, sexual orientation, and gender identity.