PANTEGO CHRISTIAN ACADEMY

Job Description

Position Title:	Accounting Assistant
Date Modified:	October, 2026
FLSA Classification:	Non-Exempt
Employment Term:	12 Months
Department:	Finance / Operations
Reports To:	Chief Financial Officer

JOB SUMMARY

The Accounting Assistant oversees and executes daily accounting and financial administrative operations, focusing primarily on Accounts Payable (AP) and Accounts Receivable (AR). This role ensures timely vendor payments, accurate client invoicing, active collections, bank reconciliations, and general office finance workflows.

KEY RESPONSIBILITIES

Accounts Payable (AP)

Invoice Processing: Review, code, and enter incoming vendor invoices and expense receipts into accounting software

Payment Execution: Schedule and process disbursements via ACH, virtual cards, wire transfers, and checks; manage approval workflows

Vendor Management: Maintain accurate vendor records, tax documentation (W-9s), and issue annual 1099 forms

Reconciliation: Reconcile vendor statements, resolve billing discrepancies, and ensure accurate GL coding

Accounts Receivable (AR)

Invoicing: Generate and send accurate, timely invoices and billing statements to clients/customers

Cash Application: Process incoming payments (checks, credit cards, ACH) and accurately apply receipts to open accounts

Collections & Follow-Up: Monitor aging reports, conduct courteous outreach on overdue accounts, and resolve payment discrepancies

Credit Monitoring: Maintain billing records, assist with credit checks, and update customer master files

Financial & Administrative Operations

Account Reconciliation: Conduct routine reconciliation with credit card statements, and sub-ledgers

Software & Systems: Utilize modern automated AP/AR tools and accounting platforms

Reporting: Prepare weekly/monthly aging summaries, AP/AR status reports, and cash flow updates for leadership

Audit & Compliance: Support month-end close processes, internal control reviews, and annual financial audits

QUALIFICATIONS & SKILLS

Education & Experience

Associate's degree in Accounting, Business, or Finance or equivalent experience (1–3 years) consisting of hands-on AP/AR experience

Key Competencies

Technical Proficiency: Experience with cloud accounting software (QuickBooks, NetSuite, Xero, or ERPs) and AP/AR automation tools

Excel Skills: Strong working knowledge of Microsoft Excel (VLOOKUP, Pivot Tables, data filtering)

Attention to Detail: High accuracy in data entry, number management, and document verification

Communication: Professional written and verbal communication skills for vendor and customer relations

KEY PERFORMANCE INDICATORS (KPIS)

DSO (Days Sales Outstanding): Efficiency of collecting receivables on time

DPO (Days Payable Outstanding): Timely processing without incurring late fees or missing early-pay discounts

Reconciliation Accuracy: Speed and precision during month-end close

SPIRITUAL LEADERSHIP

Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement

Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others

Evidence of the fruit of the Spirit in dealing with people

Actively participate in a local Bible-believing church

Have a conviction of God's calling to Christian school administration

Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith

Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters

Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome