# PANTEGO CHRISTIAN ACADEMY

Job Description

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| Position Title: | Accounting Assistant |
| Date Modified: | October, 2026 |
| 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.

## 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.

## KEY RESPONSIBILITIES

### ACCOUNTS PAYABLE

- 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

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### ACCOUNTS RECEIVABLE

- 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

### KEY COMPETENCIES

- Technical Proficiency: Experience with cloud accounting software and AP/AR automation tools
- Excel Skills: Strong working knowledge of Microsoft Excel
- 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

### 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

### EDUCATION AND EXPERIENCE

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

### PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 30 pounds at times
- Maintain a professional appearance (See the Employee Handbook)
- Work is performed in a climate-controlled, professional office setting