

Umpqua Valley Christian School

18585 Dixonville Road

Roseburg, OR 97470

Bookkeeper/HR Job Description

General Description

Job summary: *The person who fills this position would be responsible for our bookkeeping (QuickBooks), payroll, taxes, and financial records. They would also handle Human Resources duties including but not limited to new-hire paperwork and onboarding, updating job descriptions and contracts, and organizing the work flow for hiring new positions.*

Hired by: UVC Superintendent

Responsible to: UVC Superintendent

Supervises: N/A

Evaluated: An annual written evaluation is provided by UVC Superintendent

Type of position: *Negotiable 0.4-0.6FTE*

Payscale: \$15-25k depending on hours and experience

Required Spiritual Qualities

It is expected that Bookkeeper will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Have a Christ-centered home.
- Regularly attend, serve in, and financially support a local Bible-believing church.

Required Professional Qualities

It is expected that Bookkeeper will ...

- Possess evidence of adequate preparation, background, or experience as determined by the school administrator.

- Be proficient in basic workplace computer usage, including utilizing Microsoft Office Suite, typing, and basic computer troubleshooting.
- Experience with QuickBooks software preferred.

Required Personal Qualities

It is expected that Bookkeeper will ...

- Sign and live by the school's lifestyle statement as a condition for employment and continued employment in this ministry.
- Be detail oriented and accurate with deadlines and record keeping.
- Be able to interact with staff and families with professionalism.

Essential Job Functions—Accountabilities

It is expected that Bookkeeper will ...

Spiritual Leadership

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict.

Academic Leadership

- Have knowledge of the school's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of her or his own job performance.

Administrative Leadership

- Help staff, students, and volunteers function efficiently, effectively, and productively.
- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.