



PPCS Part-Time Employee Compensation and Benefits Offer

Position: Accounting & Human Resources Manager

General Responsibilities: (see Job Description for more information)

Compensation:

\$20,000 - 25,000 yearly salary depending on qualifications, experience, and certifications

- Based on
 - 25 hours per week August – May
 - 10 hours per week June - July

Benefits:

Time off:

Paid Sick Leave: 8 days (40 hours) per year. Unused sick leave hours can roll over to the following year of employment, up to 30 days total (150 hours).

Paid Personal Leave: 2 days (10 hours) per year in addition to school holidays. Unused personal leave does not accrue.

Tuition Discount:

The following tuition discounts apply to the children of the staff member:

- Employee 1st Year = Preschool Student: 44%; K-12 Student: 46%
- Employee 2nd & 3rd Years = Preschool Student: 55%; K-12 Student: 57%
- Employee 4th Year & Beyond = Preschool Student: 66%; K-12 Student: 69%

A 50% discount applies to Before/After Care during required working hours only.

A maximum tuition discount equal to the employee's 1st Year applies to grandchildren of the employee.

Retirement:

PPCS currently offers a pension plan and tax deferred retirement account options to all paid employees through the Pension Fund of the Christian Church.

PPCS matches employee contributions to the Pension Fund of Christian Churches pension plan or tax-deferred retirement accounts based on a percentage of the employee's annual gross wages, determined by years of service:

- **Up to 1% Match:** 1st year of employment.
- **Up to 2% Match:** 2nd and 3rd years of employment.
- **Up to 3% Match:** 4th year of employment and beyond.

PPCS will not match or fund beyond the employee contribution, nor above the listed percentage amounts.



JOB DESCRIPTION

GENERAL

Title: Accounting & Human Resources Manager

Reports to: Director of School

Basic Qualifications: Must be in relationship with the Lord Jesus Christ as personal Savior.
Must have experience in all aspects of bookkeeping and good knowledge of accounting.
Must have a degree and/or certification in accounting or related field
Must have good customer service skills.
Must have good computer skills with a working knowledge of Office 365, Google Suite, and other accounting software.

PERSONAL

1. Follow and evidence the attitudes, behaviors, practices, and expectations listed in the PPCS Code of Conduct.

PROFESSIONAL

Accounting

1. Record all monies received for donations, lunch, and miscellaneous income in PRAXI SIS.
2. Work with Family Account Manager in reconciling and processing accounts.
3. Process payroll for staff semi-monthly and transmit it to Questco.
4. Manage accounts payable.
5. Generate a monthly financial report for the Director.
6. Assess the budget on a monthly basis to ensure budget is on target.
7. Reconcile school the checking, money market, certificate of deposit accounts monthly.
8. Interact with the school auditor to help maintain accurate accounting practices.
9. Maintain the petty cash drawer.
10. Submit exempt property tax and other periodic reports to the state of Colorado.
11. Coordinate with Middle and High School Student Council Officers and Sponsors in maintaining and usage of finances.
12. Place orders and manage accounts with various online accounts (Sam's Club/Walmart, Amazon, etc....) in a tax-exempt status.
13. Coordinate with the Eagle/Booster Club Officers to maintain their financial account.
14. Manage school vehicle registration with the state of Colorado
15. Manage school vehicle insurance, school property, and liability insurance policies with Church Mutual.
16. Manage and update school cell phones and account.

Human Resources

17. Keep records of staff absences and deduct over allotted hours/days from pay.
18. Submit quarterly unemployment reports and manage unemployment claims with the state of Colorado.



19. Enroll staff in Retirement related plans and maintain records and communication with the PFCC.
20. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
21. Assist the Director and administration with employee policy.
22. Manage worker's Compensation claims with Questco.
23. Coordinate employee claims for the FMLI program with the state of Colorado.

General

24. Back up the office aide on phones and customer and student assistance when needed
25. Maintain a clean, attractive, well-organized workspace.
26. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
27. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
28. Attend and participate in scheduled devotionals, faculty meetings, professional development and workdays, fundraisers, committees, and school-sponsored activities.
29. Know the procedures for dealing with issues of an emergency nature.
30. Understand the legal responsibility as a Mandatory Reporter in the state of Colorado, regarding "reasonable cause" for suspicion of abuse or neglect of a child and the internal PPCS process involved in fulfilling that responsibility.
31. Read, comply and be familiar with the PPCS Staff Handbook and its policies and guidance within.
32. Inform the administration in a timely manner if unable to fulfill any duty assigned.
33. Notify the administration in writing of any policy he/she is unable to support.
34. Use acceptable English in written and oral communication. Speak with clear articulation.
35. Provide input and constructive recommendations for administrative and managerial functions in the school.
36. Support the broader program of the school by attending extra-curricular activities when possible.
37. Perform any other duties that may be assigned by the administration.

PURPOSEFUL

1. Reflect the purpose of the school, which is to honor Christ in every activity.
2. Encourage, by word and action, students to come to faith in Jesus Christ and to motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Integrate biblical principles and worldview throughout activities.
5. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
6. Follow biblical principles in resolving conflicts with students, parents, staff, and administration.