



**United Faith Christian Academy is seeking a Bookkeeper (Business Manager) with appropriate experience in overseeing the responsibilities of the position. If you love Jesus and are excited by managing financial processes, you may be a good fit!**

**The responsibilities of the position include:**

- Coordination of financial functions with the Head of School.
- Providing timely financial reports to assure proper accounting.
- Facilitating effective use of accounting systems.
- Oversight of cash management for all areas.
- Coordination with Administration in soliciting competitive bids for major expenses.
- Oversight of Accounts Payable and Receivable utilizing Quickbooks.
- Oversight of all payroll and some HR functions (W-9, I-9, insurance, etc.).
- Assist with budget preparation and document preparation for an annual audit.
- Timely and effective communication to parents, employees, Board of Directors, Leadership Team, and the Head of School.
- Other areas as assigned including tracking and reporting on annual giving, fundraisers, and other donations.
- Must be able to work independently and be flexible to incorporate multiple tasks with multiple deadlines.

To be considered for this position, please forward a cover letter and resume' by email or mail to:

United Faith Christian Academy  
Attn: Dr. Susan Blumenthal, Head of School  
8617 Providence Rd.  
Charlotte, NC 28277  
*susan.blumenthal@ufca.org*