



Title: Comptroller & Office Manager
Reports directly to: Head of School
Date Created: Winter 2022
Parameters of Employment: At-Will
Employment Status: Salary Exempt Managerial
Application Due Date: Open until filled

Position Overview:

The Comptroller & Office Manager is expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

The Comptroller & Office Manager position is a unique role on campus that involves the ability and skills to administratively carry the full responsibility for all of Calvin's business and human resource services (as outlined below), deliver strong communication, and most importantly the desire to grow spiritually in his/her Christian faith, working both as a productive and encouraging member of the administrative team as well as focused on the inner-workings of all business/HR activity behind-the-scenes. The Comptroller & Office Manager will manage the small, but effective, financial and HR operations.

To begin the application process, please complete the following steps:

1. Online General Employment Application, found on the CCS website
2. E-mail the following **required documentation** to hr@calvinchristian.school :
 - a. Cover Letter

- b. Résumé
- c. Written testimony of faith
- d. 2 letters of recommendation (one from a pastor who knows your Christian faith and at least one from a trusted authority who could attest to your work)
- e. Official or unofficial copy of all college transcripts

Pay Range: \$62,400 - \$80,000 annually

Health Benefits Offered: Health, Dental, Vision, Life Insurance, and 403b

Other benefits: Staff is encouraged to enroll their school-age children at Calvin Christian School, as such there is generous tuition support.

Spiritual Requirements:

- As a Christian School, we require our employees to be a professing believer and follower of Jesus Christ as his/her Lord and Savior.
- Per Calvin's mission (and constitution), staff are expected to be
 - Faithfully involved via attendance and service at a reputable Christian church (per Calvin's Constitution, ideally members in good standing at a confessionally reformed church such as URC, CRC, PCA, RCA, OPC)
 - Fully In-line with Calvin Christian School's Mission Statement, Statement of Faith and school biblical ethics policies.
- Express a testimony of a personal relationship with God through Jesus Christ.
- Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
- Have an understanding of the philosophy and objectives of biblically reformed Christian beliefs.
- Be in agreement with board policy on biblical standards of faith and living.

Required Qualifications:

- Master's Degree
- 5-10 years of progressively responsible experience in related work
- Working knowledge of finance law and regulatory standards (GAAP)
- Strong understanding of economic and banking processes
- Strong working knowledge of detailed financial data analysis
- Working knowledge of federal, state, and local tax compliance regulations and reporting
- Attention to detail coupled with patience and tenacity
- Knowledge of regulatory and other financial standards and requirements
- Understanding of taxation, payroll, and other financial aspects of a business
- Experience conducting audits
- Previous business leadership experience, including a number(5) of years managing a financial team and/or human resources department.
- Excellent organizational and time management skills.
- Proficient in Quickbooks
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications and Competencies:

- Professional accounting and/or human resources certification, including CMA, CGA, CPA, SHRM-CP or the SHRM-SCP. PHR, SPHR, or PHRca (minimally - interested in continuing education to gain key certifications).
- Related experience in networking and relationship building with other professionals in the accounting and/ or human resources fields.
- Active in hobbies and personal development interests (i.e. music, crafts, travel, exploring nature, etc)
- Christ-centered service experiences within a community

Job Responsibilities for the Comptroller & Office Manager:

Accounting

- Lead finance committee meetings to achieve timely and accurate month-end and quarter-end processes.
- Manage and monitor all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Responsible for AP and AR
- Perform internal audits
- Review/ monitor quarterly and annual budgets for all departments
- Produce efficient quarterly and year-end reconciliations
- Lead the budgeting and planning function
- Manages all areas of Risk Management for the organization
- Implement consistent accounting policies, practices, and procedures across all programs, upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation
- Provide comprehensive financial updates to senior management by evaluating, analyzing, and reporting appropriate data points
- Introduce improvements in financial reporting processes.

Payroll

- Process Semi-monthly and Monthly payroll for 80 employees with an external payroll provider
- Responsible for all aspects of the timekeeping system. Maintain accuracy, provide technical support to employees and supervisors, enter new employee information, and provide training.
- Maintain all payroll transactions such as reimbursements, allowances, stipends, and deductions.
- Reconcile payroll reports

Human Resources & Employee Experience

- Stay up to date with labor legislation and any changes in labor regulations
- Administering the organization's benefits programs (e.g., retirement plans, leave policies, insurance policies, etc.) Working with insurance brokers
- Supervise the day-to-day activities of HR and management
- Maintain and enhance overall HRIS system including but not limited to data integrity and analyzing data
- Reconciling of benefit premium payment and deductions
- Responsible for renewal, Anti-discrimination testing, and 5500's of all applicable plans
- Oversees the annual benefit open enrollment process, including informing the employees, scheduling the employee meetings, and reconciling the enrollments after open enrollment has been completed. This is done by using the EASE Benefit System
- Assist the hiring committee in the hiring process of new employees.
- Conduct New Hire Orientations ensuring preparedness for employees on the first day.
- Explains, maintains, and enrolls new or recently eligible employees in benefit plans.
- Act as a liaison and support for employee and senior management

Physical Demands:

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment the incumbent will work in is typically a school environment with moderate noise levels that would be expected in that type of work environment. Lift and carry at least 45 lbs or more. The individual must be able to work with children at their eye level and always maintain visual supervision of children, as well as hear, communicate, and

comprehend effectively with children, staff, and parents. The individual also must be able to walk, sit, kneel, crawl, carry, push, pull and participate in activities indoors and outdoors as needed in an environment with children and adults.

Pre-Employment Screening Requirements for Employment:

- Complete applications documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years)
- LiveScan (fingerprinting); FBI and DOJ clearance to work in an educational setting

COVID-19 considerations & other:

Calvin Christian School is committed to providing in-person instruction, as well as making every God-honoring effort to be in compliance with government efforts to help protect communities.



*“Inviting students to be formed by God’s Love in Christ,
for a life of wonder, worship, work and wisdom.”*

(760) 489-6340 | www.calvinchristian.school | hr@calvinchristian.school