

LANSING CHRISTIAN SCHOOL

Job Posting: Business & Finance Office Assistant

Job Title: Business Assistant - Business & Finance Office

Reports to: Director of Business & Finance

Supervises: None (may coordinate with vendors and internal staff as assigned)

Position Summary

The Business Assistant supports the Director of Business & Finance in the daily financial and operational functions of the school. This role is responsible for executing key accounting, administrative, and compliance tasks while ensuring accuracy, efficiency, and confidentiality. The position plays a vital role in maintaining the financial integrity and operational effectiveness of the school.

Success in this Role

- A [mission](#)-aligned team member who supports the purpose of [Christian education](#).
- Highly detail-oriented and organized, ensuring accuracy in all financial processes.
- A dependable and responsive support professional who executes tasks with excellence.
- A clear communicator who maintains professionalism with staff, families, and vendors.
- Trustworthy and discreet, maintaining confidentiality in all financial and personnel matters.
- A collaborative team member who supports the Director and contributes to a unified Christ-like [culture](#).

Spiritual Qualifications

- A clear and compelling testimony of faith in Jesus Christ and a life that reflects spiritual maturity.
- A deep commitment to Christian education and the integration of faith and learning.
- Agreement with and commitment to the [LCS Doctrinal Statement](#).
- Faithful attendance and active involvement in a local church whose beliefs and practices align with the LCS Doctrinal Statement.

Professional Qualifications

- Associate's or Bachelor's degree in Business, Accounting, or related field preferred.
- Experience in bookkeeping, accounting, or administrative support (nonprofit experience preferred).
- Strong organizational and detail-management skills.
- Proficiency in accounting software, spreadsheets, and database systems.
- Ability to manage multiple tasks and meet deadlines with accuracy.
- Strong interpersonal and communication skills.

Primary Responsibilities

Financial Support

- Assist with daily accounting functions including accounts payable, accounts receivable, and general ledger entries.
- Process invoices, reimbursements, and payments in a timely and accurate manner.
- Support payroll processing and maintain payroll records.

- Assist in monitoring tuition accounts, tracking payments, and following up on delinquent accounts.
- Prepare bank deposits and assist with bank reconciliations.
- Maintain accurate financial records and documentation in accordance with internal controls.
- Assist in preparing financial reports, budgets, and supporting documentation as directed.
- Provide administrative support for the annual audit process, including gathering requested documentation.
- Support vendor management processes, including maintaining records and assisting with bid documentation.

Administrative & Operational Support

- Maintain organized financial and administrative filing systems (digital and physical).
- Assist in updating and maintaining financial procedures and documentation.
- Support enrollment and tuition processes, including documentation and data tracking.
- Prepare reports for Board and Association meetings, and the school's annual reports.
- Provide front-line support for financial inquiries from staff and families with professionalism and discretion.

Development Support

- Process contribution and donation data into development tracking software updating constituent records as appropriate.
- Continuously update, clean, and correct development database based on new information utilizing reports from School Admin and Skyward as well as other sources.
- Generate and publish contribution reports and demographic reports and lists as needed.
- Prepare acknowledgement letters upon receipt of contribution and year-end receipts for donations.
- Assist with project coordination for fundraisers and events that are owned by the Development office.
- Manage auxiliary software for events, auctions, fundraisers and credit card donations.
- Manage mass mailings and other general correspondence from the development office.

Duties and Tasks

- Enter and maintain accurate financial data in accounting systems.
- Reconcile accounts and flag discrepancies for review.
- Prepare routine financial summaries and reports for the Director.
- Assist with tuition assistance documentation and tracking processes.
- Support preparation of tax filings and required financial reports (e.g., 990 support documentation).
- Maintain confidentiality of all financial and personnel information.

To apply for this position, send a cover letter, resume, and [Employment Application](#) to:

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