



EDEN CHRISTIAN ACADEMY

Title	<i>Financial Administrator</i>
Reports to	<i>Chief Operations Officer</i>
Type of position	<i>Full-time –12 months/year, exempt</i>
Location	<i>ECA Administrative Offices, 206 Siebert Road, Pittsburgh, PA 15237</i>

Position summary

The Financial Administrator oversees all functions of the Business Office.

Key duties and responsibilities

- Directly responsible for student accounts, including financial aid.
- Directly responsible for enrollment tracking.
- Directly responsible for general ledger and financial statement preparation.
- Directly responsible for statistical reporting.
- Assists with budget preparation.
- Oversees personnel records maintenance, employee benefits administration, payroll processing, tax filings & human resource compliance.
- Oversees deposit of cash receipts.
- Oversees accounts payable.
- Oversees donor records maintenance.

Qualifications

- Education: Bachelor's degree in business with accounting and HR concentrations, or equivalent work experience.
- Aptitude for numbers; excellence in organization, confidentiality and verbal and written communication.
- Proficiency in Excel and accounting software.
- Physical requirement: Must be able to climb stairs.
- Adheres to the Core Commitments of Eden Christian Academy

Compensation

- Salary commensurate with qualifications.
- Seventy-five percent tuition remission for school-aged children enrolled in ECA.
- Family health insurance benefit
- Life & disability insurance
- 403(b) match

Interested candidates should submit the following materials electronically to Chuck Smullin, Chief Operations Officer, at csmullin@edenca.org by February 15, 2019.

- Cover letter stating interest in the position
- Up-to-date resume
- Statement of Christian beliefs
- List of three references, including phone number and email address (references will be contacted with candidate's permission.)

Eden does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability or national origin. As a Christian school, compliance with Eden's religious values is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act, as amended, and will have a direct impact on employment consideration.