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## The Master's Study

### Head of Finance

**Job Title:** Head of Finance

**Role Description:** The Master's Study ("TMS") Head of Finance ("HoM") is responsible for all finance and accounting activities.

**Anticipated Hours Worked:** Average of 11 hours week

#### Attributes

- Christ-follower
- Commitment to TMS' Christian, Classical, homeschool tutelage model of education

#### Skill Set

- Able to work independently
- Detail oriented
- Excellent organizational, oral and written communication skills
- Extensive knowledge of bookkeeping and general accounting practices
- Problem Solving and analytical
- Strong leadership experience and skills

#### Budget

- Develops annual operating budget.
- Calculates and sets FLEX tuition fees based on student enrollment.
- Prepares monthly updated budget reports for HoP and HoS.
- Works with HoP and HoS to create specific school budgets and staff salaries.

#### Finance/AR/AP

- Assists finance committee in establishing processes for finance and payroll accountability practices.
- Complies with all details of the TMS financial policy advising where change may be needed.
- Creates reports for the Board as needed and requested.
- Maintains chart of accounts.
- Manages general ledger, financial statements, payroll, accounts payable, accounts receivable, budget process, tax compliance, banking and project accounting.
- Manages and monitors bank accounts.
- Manages and reconciles staff expense reports and reimbursement requests.
- Monitors financial performance against budget and report to committee.
- Prepares and analyzes monthly financial statements and prepare journal entries when needed.
- Prepares and submits all documents for annual CPA review and tax preparation and WC audit.
- Processes ACH withdrawals.
- Produces monthly administrative hours report.
- Reconciles all bank and credit card accounts monthly.
- Reviews family payments and communicates when necessary.
- Uploads monthly reports, including detailed QuickBooks transaction report, bank statements, bank reconciliations to online storage system for committee review.



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### **Finance/AR/AP *continued***

- Verifies ADP monthly federal and state tax deposits, and annual reports, including W2's.
- Verifies data and issue 1099's to contractors Work with LT and administrative staff ensuring accuracy in the registration process, including electives.
- Works with HoP and administrative staff ensuring accuracy in the registration process, including FLEX

### **Bookkeeping**

- Collects documentation for ACH withdrawals.
- Communicates with families regarding balances and tuition questions.
- Creates and sends monthly online tuition invoices reconciling with the TMS registration portal.
- Inputs and pays all vendor invoices and file to online storage system.
- Processes tuition payments.
- Reconciles all bank and credit card accounts.

### **Human Resources and Payroll**

- Develops and maintains HR policy together with HoP and HoS.
- Prepares contracts and addendum for all TMS staff.
- Reviews and manages compliance with payroll taxes, employment postings and employment documents.

### **Payroll Processing**

- Collects timesheets from hourly staff.
- Communicates with staff regarding wage details.
- Distributes W2's to current and previous employees.
- Prepares payroll reports and store in hard-copy binder.
- Processes payroll monthly for hourly staff and semi-monthly for administrative staff.
- Uploads pay reports and employee timesheets to online storage system.

### **Operations**

- Assists in securing lease agreement and related insurance policies.
- Attends board committee meetings and board meetings upon request.
- Completes new employee paperwork packet annually reviewing for compliance with employment laws.
- Identifies and implements improvements to streamline operations.
- Is responsible for the development and implementation of processes and policies related to insurance arrangements, risk management, contract agreements, staff employment under the supervision of the Finance and Operations Committee.
- Monitors and analyzes business and operational expenses for potential changes and cost savings.
- Reviews insurance policies annually securing approval from finance and operations committee.
- Reviews staff and volunteer background checks in tandem with DA.
- Maintain an organized online filing system as well as relevant hard copies.