



James Island Christian School

James Island Christian School Administrator Job Description – Finance Director

Job Summary:

The Director of Finance oversees the financial, payroll, and HR functions of James Island Christian School. This role ensures accurate financial management, regulatory compliance, efficient business operations, and strong support for faculty, staff, students, and families. The position works closely with the Head of School, Board, and external partners to maintain the financial health and operational integrity of the school.

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field; Certified Public Accountant license preferred
- Experience with school finance, payroll, or nonprofit accounting strongly preferred
- Proficiency with QuickBooks, FACTS, iSolved, Payfluency, and Google Workspace
- Strong attention to detail and ability to manage confidential information
- Excellent organizational, communication, and time-management skills

Spiritual Qualifications:

An employee at James Island Christian School is a professed believer in Jesus Christ. He/she believes that the Bible is God's Word and the standard for daily living. The JICS employee is equipped with spiritual maturity and leadership qualities that will impact the lives of those around them. The JICS employee must be in direct alignment with the school's mission, philosophy, and statements of belief.

Key Responsibilities

Finance & Accounting

- Manage school financial accounts, system access, and billing communications
- Prepare bank deposits and perform monthly reconciliations for all accounts

- Coordinate annual financial compilation/audit and prepare required documentation
- Produce and distribute monthly financial reports for leadership and departments
- Maintain asset records for capital purchases

FACTS Tuition & Financial Aid

- Set up FACTS financial accounts for newly enrolled families
- Monitor and follow up on FACTS delinquencies weekly
- Apply financial aid awards in FACTS and update internal tracking spreadsheets
- Maintain tuition and financial management records

Payroll & Benefits Administration

- Administer bi-monthly payroll, including time tracking and PTO management
- Manage retirement contributions and payroll reporting, including bonus processing
- Ensure accurate payroll system integrations and compliance
- Coordinate with benefits providers to support and evaluate employee benefit offerings

HR & Compliance

- Manage employee onboarding, offboarding, and HR systems
- Ensure compliance with E-Verify, background checks, and annual training requirements
- Train employees on timekeeping and HR platforms
- Administer required employee documentation, policies, and IRA eligibility notifications

Staffing & Recruiting

- Post job listings on iSolved, school website, social media, and weekly communications
- Issue contracts for staff, substitutes, volunteers, and coaches

Aftercare & Extended Care

- Create and manage before-care and aftercare rosters
- Set up billing plans and manage incidental aftercare charges
- Coordinate aftercare staffing and substitute coverage
- Collaborate with Head of School to set annual aftercare rates

Athletics Support

- Manage quarterly sports billing
- Process PayPal and Venmo transfers during athletic seasons
- Coordinate coaching contracts
- Manage Arbiter renewal and negotiate discounts

Grants, Scholarships & State Programs

- Administer ESTF and ECENC grant programs
- Submit required documentation, reports, invoices, and compliance items
- Coordinate surety bonds as required by the state
- Communicate deadlines and reminders to families regarding applications and renewals