

BASS MEMORIAL ACADEMY
Job Description

| | |
|-----------------------------------|-------------------------------------|
| JOB TITLE: Treasurer | REPORTS TO: Principal |
| DEPARTMENT: Administration | EFFECTIVE DATE: July 1, 2024 |
| EMPLOYEE NAME: | |

POSITION SUMMARY:

Reporting to the Principal, the Treasurer is accountable for the overall day-to-day administration of the financial affairs and functions of Bass Memorial Academy, including accounting, auditing, banking, budgetary controls, cash receipts and disbursements, credit and collections, financing, investments, as well as property and risk management. Applicants must have a strong desire to mentor young people and a willingness to serve others. This is a full-time, salaried position.

POSITION QUALIFICATIONS:

Bass Memorial Academy personnel will be faithful practicing members of the Seventh-day Adventist Church whose life and habits have a positive influence in leading students to Christ. Bass Memorial Academy personnel will be passionate about Adventist education and will support the mission of Bass Memorial Academy at all times.

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of Bass Memorial Academy, the Gulf States Conference, the Southern Union, and the North American Division, including those set out in the Employee Handbook or otherwise communicated (orally or in writing) to employees.

The following requirements are representative of minimum levels of knowledge, skills and/or abilities:

Interpersonal Relationships

- Provides a role model of successful Christian living for the students.
- Interacts with students and models spiritual maturity in leading students towards Christ and then spiritual growth.
- Interacts with students and others in a manner that is sensitive to diverse academic, spiritual, and personal needs.

- Exhibits the interpersonal skills to work in collaboration with, and in support of, colleagues in planning and implementing educational activities.
- Maintains active communication and positive relationships with students, parents, administration, board members, constituents, and community.
- Respects and accepts each individual, regardless of sex, race, color, ethnic origin, cultural or socioeconomic background, religion, or disability.
- Demonstrates the interpersonal skills necessary for basic conflict resolution, following the appropriate chain of command.

Professional Responsibilities

- Demonstrates a personal commitment to SDA Christian leadership principles and lifestyle.
- Demonstrates effective organizational skills in managing professional responsibilities.
- Participates in church, school, and extracurricular projects and activities.
- Initiates professional development activities and participates in conference sponsored professional in-service training on a regular basis.
- Cares for personal and school property.
- Ability to work as a member of a team as well as independently.
- Understands and follows the school's budget.
- Responds to inquiries or complaints from stakeholders, regulatory agencies, or members of the business community in a professional manner.
- Is on-time for meetings/appointments and performs administrative and other responsibilities in a timely manner.
- Understands the importance of confidential information concerning students and others while maintaining a high degree of integrity and support for Bass Memorial Academy.

JOB STANDARDS AND REQUIREMENTS:

Education:

- A minimum of a Bachelor's degree in Accounting.

Experience:

- Five years' experience in management accounting related work.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provides a role model of successful Christian living for the students.
- Interacts with students and models spiritual maturity in leading students towards Christ and then spiritual growth.
- Ensures sound development and administration of related financial management programs that are consistent with Bass Memorial Academy's policy and

objectives, by working closely with the BMA Board, Finance Committee and Treasurer of the Gulf States Conference.

- Ensures the conservation, effective utilization, and control of corporate assets and capital structure by the establishing and administration of appropriate and effective control standards.
- Has a working knowledge of AASI, our accounting software and APS, our payroll software.
- Manages collections and is able to maintain current receivables without upsetting our customers.
- Investigates, develops and formulates financial plans to ensure adequate funds to meet long- and short-term requirements on the most economical and practical basis consistent with sound financial practices, are identified. This may include developing, recommending and implementing an adequate system of forecasting requirements for working capital.
- Keeps the Principal and BMA Board current with the financial affairs of the school through timely preparation, interpretation and presentation of relevant information and reports such as financial statements, operating and capital budget reports, and other reports as required.
- Provides the Principal with financial updates on a monthly basis.
- Establishes and maintains a close and healthy working relationship with auditors, banking, and other institutions, promoting goodwill toward the school.
- Manages the Finance/Business Office so that all activities and functions are performed in accordance with established policies and procedures.
- Develops and administers a Property and Risk Management program that ensures adequate and cost-effective insurance coverage for all employees, students and properties is acquired and maintained. Develops and administers a cost-effective rental agreement and lease program with commercial and residential tenants of Bass Memorial Academy's properties.
- Manages and maintains Trust and Capital funds and endowments according to policy.
- Develops and implements an appropriate program for assessing and prioritizing major property repairs and maintenance, future capital needs, as well as forecasting requirement for working capital.
- Serves as a member of BMA's Administrative team.
- Provides adequate supervision of students for which he/she is responsible.
- Participates in faculty/staff meetings. Also participates in major school events (i.e. Youth Rally, Education Fair, Academy Days, Alumni Weekend, Graduation, Camp Meeting).
- Performs other duties and responsibilities that may be assigned by the Principal or BMA Board.