



PRESBYTERIAN CHRISTIAN SCHOOL

103 W.S.F. TATUM DRIVE, HATTIESBURG, MS, 39401

WWW.PCSK12.ORG

601-599-0444

Presbyterian Christian School - Business Office Opportunities

Presbyterian Christian School exists to provide a comprehensive college preparatory education distinguished by a biblical worldview to equip students with the moral integrity, intellectual capacity, and social conscience to impact the world for Christ.

By God's grace, our school has continued to grow in multiple areas, including our Business Office. **To that end, we have openings for individuals who have all, some, or part of the following skillsets and proficiencies to join our growing team.** Should you have any interest in full-time or part-time job positions in our Business Office, please do not hesitate to apply, as we remain flexible in how these additions may be structured and delineated.

Internal Accounting

- Prepare monthly financial statements, including Accounts Receivable, Accounts Payable, bank reconciliations, and designated funds
- Prepare and track the budget
- Conduct year-end reporting and audit preparation
- Administer the financial portions of the payroll system by making sure of totals, payroll deductions like medical, state and federal taxes, retirements, and other voluntary deductions
- Manage monthly payroll using our payroll service (*Paylocity*)
- Understand and establish internal financial record-keeping controls school wide and work with all departments to implement procedures
- Ensure cost-effectiveness, market-competitiveness, and consistency with the organization's overall strategic plans and objectives

Customer Service Finance

- Assist Admissions office as the point person for PCS Family payment plans, fees, etc.
- Conduct transactional entries for payment plans and approved activity expenses, while keeping open and timely communication with families
- Lead as internal point person for all financial aid offerings
- Work daily with Head of School, Development Office, Communications Office, Athletics Office, parents, etc. as vital members of the PCS administrative team

Human Resources

- Administer all HR functions including recruitment, benefits administration, payroll, exit interviews in terminations, and compliance with statutory requirements
- Process job opportunities as they arise, organize incoming data, and act as point person in interview scheduling for potential hires
- Establish an effective onboarding process for new hires to facilitate the highest degree of long-term success
- Provide support to Head of School and Senior Staff for information on legal compliance with regulations, including reviewing current management practices
- Communicate all new legal or compliance requirements verbally and in writing and monitor same for fair and consistent application

Preferred qualifications for candidates:

- Bachelor's degree in appropriate field
- Three or more years of experience in your field of expertise, preferred
- Excellent oral and written communication skills. Ability to communicate effectively with families, colleagues, and peers.
- Outstanding organizational systems skills
- Attention to accuracy, confidentiality, details, and deadlines
- Ability to work collaboratively with individuals and groups
- Experience with accounting software applications and norms (*PCS uses: Quickbooks desktop, Paylocity, and FACTS*)

Interested parties should fill out the form located on our website's Employment page (<https://pcsk12.org/about-pcs/employment/>), and upload a PDF of their resume before submission. Should you have any general questions about these general skills and qualifications for the opportunities available in the PCS Business Office, please email humanresources@pcsk12.org.