

Open Position: Business Manager (Bookkeeper)

Position Type: Part Time with Possible Full Time Expansion

Location: 1550 Dakota Ave N, Huron, SD

Position Overview

James Valley Christian School is seeking a detail-oriented, trustworthy, and ministry-minded business manager to oversee the school's financial recordkeeping, tuition management, and donor database administration.

The business manager plays a vital role in supporting the school's mission by ensuring financial integrity, accountability, and stewardship of resources entrusted to us by families and supporters.

Key Responsibilities

Financial Management & Accounting

- Maintain accurate financial records in QuickBooks
- Record daily financial transactions, including accounts payable and accounts receivable
- Process vendor payments and maintain vendor files
- Reconcile multiple bank accounts and credit card accounts
- Prepare monthly financial reports for leadership and board
- Facilitates annual budget preparation and financial audits
- Maintain proper documentation and filing of financial records

Tuition & Accounts Receivable

- Manage tuition billing and collection processes in Sycamore
- Assist families in identifying and applying for financial assistance programs
- Communicate professionally and compassionately with families regarding balances and payment plans
- Generate tuition reports for administration

Donor & Contribution Management

- Maintain and manage donor financial database software in Donor Perfect
- Accurately record charitable contributions and gifts
- Issue contribution statements and acknowledgments in a timely manner

Payroll Administration

- Process and maintain accurate payroll records
- Administer employee benefits and related deductions

- Calculate and remit payroll taxes and other required withholdings
 - Coordinate cross-platform systems (Sycamore, QuickBooks, and Donor Perfect).
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Qualifications

- Associate degree in Accounting preferred or equivalent experience considered.
 - Strong understanding of general accounting principles
 - Proficiency in QuickBooks required
 - Experience with Donor Perfect preferred
 - Experience with Sycamore school management system preferred
 - High level of accuracy, organization, and attention to detail
 - Strong written and verbal communication skills
 - Ability to handle confidential information with integrity
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Spiritual & Personal Qualifications

- A personal, growing relationship with Jesus Christ
 - Willingness to affirm and accept the authority of God's Word as the foundation for faith and practice
 - Commitment to uphold and model the school's statement of faith and Christian values
 - Active involvement in an Evangelical, Bible-believing church
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Compensation & Benefits

- Competitive salary commensurate with experience
 - Comprehensive benefits package, including tuition discounts, health, life, and retirement options.
 - Benefits are prorated based on hours worked (part-time and full-time eligible).
 - SIMPLE IRA and Roth retirement plan options with employer match up to 3%
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How to Apply

Interested candidates should submit application, resume (including professional and pastoral references), and Statement of Faith to assistant@jvcs.org.

Application available on school's website www.JVCS.org.

SUPPORT STAFF EMPLOYMENT APPLICATION
JAMES VALLEY CHRISTIAN SCHOOL
1550 DAKOTA AVENUE NORTH
HURON, SD 57350
(605) 352-7737

Full Name _____ SSN _____
(Prefix: Miss, Mrs., Mr., Rev., Dr.)

Present Address _____
(Street) (City) (State) (Zip)

Permanent Address _____
(Street) (City) (State) (Zip)

Telephone: Day _____ Evenings _____ Best time to call: _____

Marital Status: Married _____ Single _____ Separated _____ Divorced (ever) _____
Widow _____ Widower _____ Number of dependent children _____

Have you received Christ as your Savior? _____ When? _____

Member of what church denomination? _____

Are you willing to work with members of other evangelical denominations? _____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? _____

QUALIFICATIONS AND EXPERIENCE

List below all schools or colleges attended above elementary.

Dates Inclusive	Name of School	Location	Certificate or Degree (Give dates)

High school or college activities and/or awards received _____

Please list other qualifications and skills that would help with this positon or special interests or hobbies.

List below complete record of your work experience to date.

Dates Inclusive	Location	Description of Duties	Salary or Wages

Why do you wish to work in a Christian school?

Give a testimony of your Christian faith and experience (write on another sheet if needed)

Give below a list of references who are able to speak of your experience, and some minister of the Gospel or other Christian leader.

Name	Address	Phone Number	Title

Our staff members are Christian role models. Please share personal convictions toward:

wine, beer, and other alcoholic beverages: _____

smoking and chewing tobacco: _____

marijuana and other drugs: _____

gossip: _____

pre-marital sex: _____

divorce and remarriage: _____

abortion: _____

homosexuality: _____

If you have a personal testimony regarding any of the above items that you would like to share, please do so below or on a separate sheet of paper.

APPLICANT'S CERTIFICATION AND AUTHORIZATION

I understand that James Valley Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize James Valley Christian School to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the James Valley Christian School, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to James Valley Christian School.

I authorize James Valley Christian School to conduct a criminal records check.

I understand that this is an only application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

Yes _____ No _____ If yes, please explain: _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?

Yes _____ No _____ If yes, please explain: _____

Please read the James Valley Christian School Mission and Core Value Statement as well as Doctrinal Statement and if you have any disagreements, please explain on a separate sheet of paper.

THE MISSION

The mission of James Valley Christian School is to provide a Biblically based education, transforming hearts and minds to impact the world for Christ.

CORE VALUES

The core values of James Valley Christian School are those pillars upon which this institution is built and continues to endure. They are timeless, fixed and fundamental truths we as a school determine to hold to whether they are practical or popular. In the fluidity of postmodern culture, these values ensure our integrity in changing and turbulent times. Core values are different than principles of operation, procedure and methods which all must change from time to time.

CHRIST-CENTERED: We are a *Biblically based*, evangelical school whose mission, teachers, administration, and methods center unapologetically on a commitment to the grace of God in Christ and the authority of the Bible. We are committed to the authority of the Bible as the inspired Word of God. How we as a community define this evangelical faith is articulated in the James Valley Christian School Statement of Faith.

ACADEMIC EXCELLENCE: Our goal is to offer an excellent *education* which inspires students to reach their full potential and enables our faculty to teach to a higher standard. We are committed to educating students in a rigorous curriculum, grounded in Biblical faith. We desire that our students become lifelong learners of truth and lifetime lovers of God and His Word.

SPIRITUAL DEVELOPMENT: *Transforming hearts and minds* to the image of Christ is the goal of Christian education. It is our privilege to teach young people who they are in Christ, how God has gifted them and how to effectively serve God with their knowledge, skills, and wisdom. In order to be used of God for His purpose, our students must be spiritually equipped to resist Satan, his attacks and evil schemes.

COMMUNITY: We exist as a school to support parents in their biblical mandate to nurture their children in the fear and admonition of the Lord. James Valley Christian School will support a school community that is disciplined, loving, wholesome and safe. We will endeavor to aid parents in raising up a generation that will *impact the world for Christ* while serving in their community, church and beyond.

JAMES VALLEY CHRISTIAN SCHOOL

DOCTRINAL STATEMENT

1. We believe the scriptures, including both the old and new testaments, to fully be the verbally inspired Word of God, written by men in God's control, inerrant and infallible in the original manuscripts and the final authority in faith and life. (II Timothy 3:15-17, II Peter 1:20, 21; Psalm 19:7-9)
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19, II Corinthians 13:14)
3. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit, and born of the virgin Mary, in order that he might reveal God and redeem sinful man; that he accomplished our redemption through his death on the cross as a sinless and substitutionary sacrifice; and that our redemption is made sure to us by his literal physical resurrection. He is presently exalted at the right hand of the Father, interceding on our behalf. (John 1:1,2,14; Luke 1:35; Romans 3:24; I Peter 1:3-5; Hebrews 10:10-14; Hebrews 7:25)
4. We believe that the Holy Spirit is the divine person who convicts the world of sin; that He alone brings new life to those who are spiritually dead; that he baptizes all true believers into the true church, which is the body of Christ; that he indwells them permanently, seals them unto the day of redemption, bestows spiritual gifts upon them, controls those who are yielding to Him. (John 3:3-8; 16:7-11; I Corinthians 12:13; John 14:16,17; Ephesians 2:8,9; 4:30; I Corinthians 12:7-11; Ephesians 5:18; Titus 3:5,6)
5. We believe that the creation of the world was an instantaneous and supernatural act of God by which he brought the universe and all that it contains into existence. Man is a direct creation of God—spirit, soul, and body—not in any sense the product of animal ancestry, but made in the divine image. The Genesis account is the trustworthy, historical record of creation. (Genesis 1:1,2,26,27,31; Exodus 20:9,11; Colossians 1:16; I Thessalonians 5:23)
6. We believe that man, a direct creation of God, was originally sinless and in perfect fellowship with God. By personal disobedience to the revealed will of God, man became a totally sinful creature, inherited a sinful nature, and became alienated from God and of himself has no possible means of recovery or salvation. (Ephesians 2:1-3,12; 4:18; Romans 1:18-32; 3:10-23; 5:12; John 8:42-44)
7. We believe that salvation is a free gift of God's grace, offered to us on the basis of Christ's substitutionary death on the cross. It is received personally by repentance for sin and faith in the Lord Jesus Christ, and is in no way obtained or increased by human effort. (John 3:14-18; Acts 20:21; Romans 6:23; Ephesians 2:8,9; Titus 2:11-14)
8. We believe that Satan is a real person, the enemy of God and man, the god of this present world; that he was defeated at the cross, and his eternal doom is sealed. (Matthew 4:1-11; John 12:31; 16:11; Revelation 12:9,10; 20:10)
9. We believe in the imminent, personal, and physical return of the Lord Jesus Christ, to take His church to be with Him, and that He will physically, literally return to this earth to set up His reign which is prophesied in the Word of God. (Acts 1:11; I Corinthians 15:51-57; I Thessalonians 4:13-18; Titus 2:14; Revelation 3:10; 19:11-16; 20:1-6) We also believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to eternal judgment and everlasting punishment. (Matthew 25:46; John 5:28,29; 11:25,26; Revelation 20:5-13)
10. We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world, and that he created marriage to be between one man and one woman, who enter into a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible. (*Gen 1:27-28; 2:15-24; Lev 18:22; Lev 20:13a; Matt 19:4-6; Rom 1:26-27; 1 Cor 7:14*).



DECLARATION OF MORAL INTEGRITY

James Valley Christian School expects all of its employees with access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for employment with access to children at **James Valley Christian School** and its ministries, I, _____ recognize, understand, and agree to live by the moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment engage in transgender activities and inappropriate sexual conduct. Inappropriate conduct includes, *but is not limited to*, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. James Valley Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

James Valley Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of James Valley Christian School that each employee will have a lifestyle in which God “might have the supremacy” (Colossians 1:18, NIV).

I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral integrity standards and Christian role model lifestyle requirements of **James Valley Christian School**.

Signature of Applicant

Date

Signature of Administrator (after discussion with applicant)

Date

- Lev 18:22 Do not lie with a man as one lies with a woman; that is detestable.
- Luke 6:40 A student is not above his teacher, but everyone who is fully trained will be like his teacher.
- Hebrews 13:4 Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral.
- 1 Cor. 6:9-10 Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders...will inherit the kingdom of God.



James Valley Christian School Application Acknowledgement

Please initial after all statements that you are in agreement with, and sign at the bottom prior to return.

By submitting this application for employment, I acknowledge the following:

That I have a personal, vital and growing relationship with my Lord and Savior, Jesus Christ. _____

That I have read the enclosed doctrinal statement, and I am in full agreement with its contents. _____

That I understand that working in a Christian school is a call to ministry. I am answering this call, given to me from the Lord. _____

That I have read the enclosed Declaration of Moral integrity and am willing to fully accept Biblical standards for my lifestyle choices. _____

That I must either already have, or be willing to complete the work necessary to receive a South Dakota Teachers Certificate and other forms required by JVCS and or by the State of South Dakota. _____

Printed Name _____

Signature _____

Date _____