



Lutheran High School is seeking a Bookkeeper for the 2019-2020 school year.

LUTHERAN HIGH SCHOOL

11249 Newlin Gulch Blvd., Parker, CO 80134
LHSparker.org

POSITION DESCRIPTION: Bookkeeper

The candidate must be “Scripturally Grounded & Defined” and display:

- ✓ Heart for Jesus Christ: *For I resolved to know nothing while I was with you except Jesus Christ and him crucified.* I Corinthians 2:2
- ✓ Personal Character: *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.* Titus 2:7-8
- ✓ Astuteness for Task: *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?* Luke 14:28
- ✓ Passion for Excellence Worthy of Christ: *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Colossians 3:23-24

Description and Responsibilities

The Bookkeeper will report to the Executive Director.

Accounting Payables	
	Input invoices into QuickBooks
	Write vendor checks
	Communicate with vendors
	File processed payables
Credit card accounts	
	Input charges into QuickBooks
	Balance statements
	Pay credit card bills
Purchase Orders / Check requests	
	Assign & track PO numbers
	Receive check requests and input information in QuickBooks
	Write reimbursement checks to employees, coaches, parents, etc.
Banking	
	Approve checks and ACH requests in Positive Pay on a daily basis
	Balance all checking accounts

	Track accounts constantly for any irregular activity
	Transfer funds between internal accounts as needed
	Manage returned items and notify senders
	Manage deposits
Quick Books	
	Input monthly journal entries
	Perform data input: invoicing, deposits, expenses, automatic debits, etc.
	Set up annual budget from the Executive Director within QuickBooks
Reports for the Executive Director	
	Create quarterly accrual reports
	Manage and update monthly cash flow reports
	Produce other reports as needed
	Fill out and submit annual "Exempt Property Tax" reports with the state
Annual Audit	
	Work with current firm on pre-audit preparation, pulling reports, statements, etc
	Provide selected items for review
	Gather and provide requested items during audit and throughout the fiscal year
	Create necessary reports
Exempt Property Reports	
	Prepare and file annual reports by April 15th
Verifications and Certificates	
	fill out all "verification of employment" requests
	gather "Certificates of Insurance" from Jewell Insurance for special off campus trips or events
Tuition (In conjunction with other members of the enrollment management team)	
	Create new accounts every year prior to new school year in QuickBooks
	Create new invoices in QuickBooks for new students
	Track new accounts in "Tuition Worksheet" (excel)
	Monitor tuition accounts throughout the year
	Collect non-automatic tuition payments
	Assist with collecting delinquent accounts via invoice, phone, email, etc
	Prepare tuition delinquency reports
Payroll	
	Gather all payroll information for each pay period
	Pay federal & state taxes as required
	Calculate social security offset amounts each year
	Enter payroll details into QuickBooks
	Gather 1099 information for payroll
	Distribute and collect W-9 forms for/from stipend recipients
	Write stipend checks for off off-campus personnel
	Manage disability claims
	Process 403B contributions after each payroll
	Submit all forms to payroll (W-4, W-9, direct deposit)
	File end of year tax reports

LUTHERAN HIGH SCHOOL (Parker, Colorado)

The Colorado Lutheran High School Association, which does business as Lutheran High School is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

We exist to serve the community and create transformational ministry opportunities.

Our core values are:

“Highly relational culture”

“Rooted in Scripture – boldly proclaiming Jesus Christ as Lord and Savior”

“Talented teachers”

We aspire to:

Be focused on community service and outreach

Provide a high level of instructional talent

Have dominant athletic programs

Partner with other ministries

Have successful development and fundraising practices

A comprehensive list of the things that Lutheran High School does as an organization can be condensed into three main areas of pursuit: growing the school, maximizing giving, recruiting and developing talented workers.

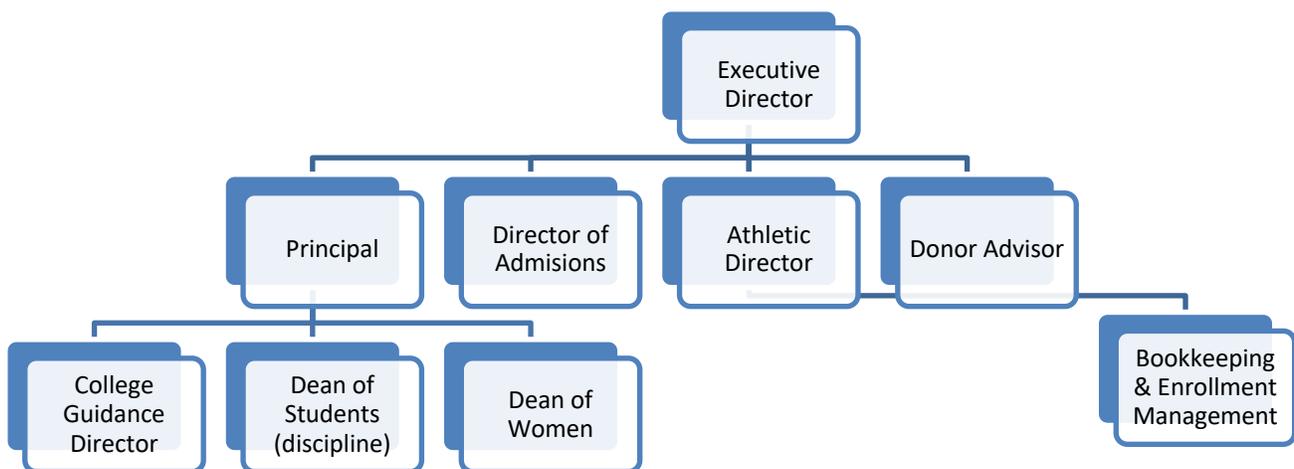
Enrollment: 12-13: 290 13-14: 330 14-15: 360 15-16: 393 16-17: 475 17-18: 542
18-19: 600 19-20 (projected): 650?

Student body: 18% Lutheran, 15% unchurched

Total Annual Budget: 5.5 million for school operating, \$400,000 for athletics

Budget Revenue: 77% Tuition/Fees/Outside Scholarships, 13% Development, 5% Association churches, 5% Other

Administrative Structure: The four “direct reports” report to the Executive Director and constitute the “Admin Team.”



Governance structure: The Colorado Lutheran High School Association has 17 Association congregations with one pastoral delegate and two lay delegates each whose responsibilities include electing the board executive committee, ratifying board members, and meeting twice a year. The Colorado Lutheran High School Board of

Directors operates on a strict policy-based governance system (Carver Method) relying solely on its relationship through policy with its Executive Director to govern.

Demographics/Area: Lutheran High School is growing largely due to the considerable housing growth within a five-mile radius of its campus. It is estimated that 15,000 homes will be built in the next five years just west of the campus. Enrollment projections are actually held back by the fact that:

1. Two aggressive Christian high schools with outstanding reputations and facilities are with 20 minutes of campus.
2. Charter school options.
3. Very few Lutherans in the Metro Area.
4. Consumer mindset around education in Colorado.

Uniqueness: Lutheran High School in Parker is the only Lutheran High School in the country that has shown significant growth with a Lutheran percentage under 20%, charter school competition, and private school competition. How?

- Great growth location.
- Human resources and programs designed around recruitment – any member of the administrative team when asked “What are you working on?” would answer with “growing the school.”
- Development of brand and niche to counter and embrace the competitive options in the area.
- Enormous focus on being “highly relational” with parents and prospective parents.
- An athletics program that operates and looks like a college athletics program.

