



HOLY TRINITY ACADEMY

Director—Millie Young
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Dallas, TX 76240
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HTA Admissions-Finance Director Position

Holy Trinity Academy seeks a Finance Director for its Early Childhood Education Program. The candidate will be responsible for maintaining the financial records of HTA and the annual budget. The job requires knowledge of Quick Books and basic accounting principles. Currently, admissions to HTA are year-round and require working closely with the Director. This is a part time position working 16 hours weekly.

Position Expectations:

- Prepare proposed budget with the assistance of the school Director to present to the Board for approval.
- Prepare monthly Financial vs. Budget reports for HTA Board meeting discussions.
- Run payroll reports and enter data into Quick Books. Assist Director with payroll variations.
- Reconcile W-2's per outside payroll company to general ledger totals for accuracy.
- Maintain record of daily report of cash/check/Venmo receipts.
- Banking; deposit cash/checks twice a week and transfer Venmo payments into bank account upon receipt. Keep copies of all receipts with deposit slip/Venmo email.
- Prepare monthly bank reconciliations for all bank accounts.
- Maintain student tuition accounts and issue invoices monthly, quarterly, and/or yearly based on tuition contract.
- Prepare monthly invoices to email parents for tuition, before and after school care and/or summer camp.
- Pay bills online electronically or manually with checks. Keep a record of all payments with hard copies and input in Quick Books.
- Upon request, prepare annual Statement of Payments for parent's tax fillings.
- Maintain contracts with vendors (Zeno copier, Church Mutual insurance and HTGOC phone bill).
- Work on fundraisers: update spreadsheets for weekly monies brought in and expenses incurred.
- Ordering and purchasing - office supplies, classroom, and teacher supplies. Search multiple vendors to take advantage of the lowest price and discounts offered. Put purchases in their location.
- Prepare various schedules as needed by the accounting firm and run year end financial statements from Quick Books for preparation of the Form 990 Federal Income Tax return.

Qualifications and Requirements

The director of finance must meet or exceed state licensing requirements for age, education, and experience. Must be 21 years of age. Have 2-3 years' experience in Accounting and Quick Books. Quick Book knowledge of processing invoices, accounts payable and receivable, general ledger, bank reconciliations, financial statements, and budget reports.

Interested candidates should submit resume [to htadirector@htadallas.com](mailto:htadirector@htadallas.com)