



Academy31™

TRAINING UP GODLY YOUNG WOMEN
OF CHARACTER AND COMPETENCE

Job Description- Financial Coordinator & Registrar

SUMMARY:

The Financial Coordinator will manage processes related to the school's finances and student records in addition to other administrative tasks.

EDUCATION & EXPERIENCE:

- Bachelor's degree or equivalent
- 3+ years' experience in roles related to accounting and administration

QUALIFICATIONS:

- Thriving relationship with Jesus Christ as Lord and Savior and deep knowledge of Scripture
- Joyous pursuit of growth in sanctification and active membership in a local, Bible-believing church
- Full agreement with and commitment to the school's statement of faith, covenants, and philosophy of biblical womanhood
- Consistent reputation of godly character and integrity
- Strong passion for Christian education and relational discipleship
- Demonstrated gifting in the areas of accounting and administration
- Prior experience in managing finances for a school, business, or ministry
- Excellent organizational skills
- High level of focus, attention to detail, and follow through on complex, multi-step tasks and projects
- Strong understanding of online systems and portals
- Familiarity with Quickbooks Online (preferred)
- Ability to take both direction and initiative as appropriate

3504 Edwards Mill Rd.

Raleigh, NC 27612

919-977-8920

info@academy31.org

www.academy31.org

RESPONSIBILITIES:

- Bookkeeping (Quickbooks)- setting up & overseeing payroll; ensuring state & federal taxes are paid correctly; categorizing transactions; providing Head of School w/ quarterly budget reports; reconciling accounts; preparing info for annual 990 tax return
- Managing expenses- ordering materials & supplies; paying vendors
- Managing revenue- setting up & monitoring student tuition accounts/incidental charges on FACTS; tracking donations received via Anedot, e-grant, or check; issuing annual donor receipts
- Facilitating scholarship programs- ensuring all families apply & complete all requirements for NC Opportunity Scholarship program & ESA+ where applicable; certify & endorse students, track disbursements, & adjust tuition accounts accordingly; work w/ Head of School to facilitate Mission31 scholarship program
- Budgeting- identify areas for improved efficiency; make recommendations for saving on expenses; meet w/ Head of School to help create & adjust annual budget
- Administrating SIS (FACTS)- overseeing student application & enrollment procedures; setting up courses & class rosters by semester or year; managing student records & portfolio; overseeing Family Portal
- Receive and apply feedback from Head of School
- Carry out other duties as assigned by Head of School

HOURS AND COMPENSATION:

- Start Date: On or before July 1st, 2026
- Regular Hours: Weekdays 7:00AM-4:00PM (Wednesdays until 5PM for weekly staff meeting)
- Additional Commitments: may be asked to attend part of Cultivate! Retreat August 10th-14th, 2026 (all expenses paid); several evening and/or Saturday events throughout the year
- Time Off: School vacation days and holidays as listed
- Starting Salary: TBD paid over 12 months
- Note: This position is year-round with modified hours and two weeks of vacation in the summer