Jarvis Community Christian School SCHOOL POLICY BINDER		POLICY NUMBER 409	PAGE NUMBER 1 of 1
		TITLE: Administrative Assistant-Bookkeeper	
PREVIOUS REVISION DATES: June 14, 2010		DATE OF APPROVAL: February 14, 2012	
		SIGNATURE OF CHAIRMAN: Martin Adema	
LAST REVIEWED: 2018	REVIEW MONTH: February of even numbered years		

Background

The COO appoints a secretary and a bookkeeper or one person to act as Administrative Assistant -Bookkeeper. The Administrative Assistant -Bookkeeper is an executive officer of the School, primarily charged with the responsibility of administering business services to and for the School under the direction of the COO, and in accordance with approved operating policies, goals and objectives of the School.

The Board shall employ an Administrative Assistant who shall be responsible for the performance of such duties as are prescribed by the COO. The Bookkeeper shall be responsible to the Finance Committee and shall report on any matter affecting the financial operations of the School.

Procedures

1. The Administrative Assistant will report directly to the COO.

2. The Bookkeeper is responsible for the administration and supervision of all financial affairs of the School, in accordance with Board policy.

3. Specific duties shall be outlined in a job description developed for the position of Administrative Assistant -Bookkeeper.

4. The COO is responsible for initiating recruitment procedures for a Administrative Assistant -Bookkeeper in the event of a vacancy.

5. The COO is responsible for notifying the Board of the appointment.