



Mission Valley Christian Academy, a non-denominational ACSI certified Christian school and the premier private school in Lake County, is seeking a highly motivated, engaged, and passionate **Bookkeeper**. This position would be part-time year-round and an integral part of the administrative team. The bookkeeper will administer all aspects of accounts payable and receivable, maintain all payment and scholarship information, and maintain all records of financial transactions for the school. The bookkeeper works for the Head of School and will often assist the principals with answering questions regarding the annual budget and financial issues throughout the year.

MVCA is a smaller school located in Polson Montana and surrounded by the beautiful Mission Mountains and at the southern end of Flathead Lake. Our enrollment runs between 140 - 160 students each year and everyone here is like family. The position is an hourly position that pays \$16-\$18 per hour depending on experience.

The minimum requirement for this position is a High School Diploma and 2-3 years of experience with Quickbooks, ideally for a non-profit.

MVCA is seeking ideal candidates who can articulate a Biblical worldview and consider themselves to be 21st Century professionals who embrace current best practices. Candidates should possess a desire to grow within a professional learning community and be enthusiastic about serving others. Candidates should exhibit a passion working with families and uphold the highest standards of excellence professionally and personally. Candidates should be willing to collaborate with staff members and families and be reflective practitioners.

Candidates must agree with MVCA's Statement of Faith below.

Additional Selection Criteria for Prospective Teachers

- Proficient in the use and integration of Quickbooks, Excel, and MS Suite.
- Skilled in maintaining records and excellent communication skills.
- Demonstrates strong written and verbal skills.
- Evidence of excellent verbal communication skills.
- Exhibits strong problem-solving skills.
- Shows skill and sensitivity in working with all members of the school community.

For consideration, please address your cover letters and send your **resume and any disagreement with our statement of faith** to Mr. Andrew Russell, at andrew.russell@mvcapolson.org or Mission Valley Christian Academy, 38907 WWJD Lane Polson Montana 59860.

Mission Valley Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to MVCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies and procedures, scholarship awards, athletic or other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning difference or physical limitations, or whose personal or family lifestyle is not in harmony with the Statement of Faith of Mission Valley Christian Academy.

MVCA Statement of Faith:

There is only one God, who is infinitely perfect, existing eternally in three persons; Father, Son and Holy Spirit (Isaiah 43:10; John 1:1-3, 3:16; 2 Corinthians 13:14)

Jesus Christ is True GOD and True Man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitution for sacrifice. All who believe in Him are justified on the ground of His shed blood. He rose from the dead according to the scriptures. He is now at the right hand of His Majesty on High as our Great Priest. (Matthew 1:18-23; 28:6; Isaiah 53:5; Titus 2:14; Hebrews 7:25; 4:14; Romans 3:24-25; John 20:9)

The Holy Spirit is a divine Person, sent to indwell, guide, teach and empower the believer and convince the world of sin, of righteousness and of judgment. (John 14:16-17; Acts 1:5, 8; Galatians 5:16, 25) The Old and New Testaments, inerrant and infallible as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. The Bible constitutes the divine and only rule of Christian faith and practice. (2 Timothy 3:16, 17; 2 Peter 1:19-21; John 5:39; Matthew 24:35; Psalm 119:89)

Man was created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature and are separated from the life of God and can be saved only through the atoning work of the Lord Jesus Christ. (Genesis 1:27; Romans 3:23; Psalm 51:5, Romans 5:12, 15-19)

Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him, accepting Him as their personal Lord and Savior, are born again of Holy Spirit, receive the gift of eternal life and become children of God. (Romans 5:1-2.6:23, 8:1; John 6:47; Ephesians 2:13; John 3:16)

The church consists of all those who believe in the Lord Jesus Christ, are redeemed through his blood, and are born again of the Holy Spirit. Christ is the Head of the Body. The church has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship and the proclamation of the Gospel and observance of the ordinances of baptism and the Lord's Supper. (Romans 6:4, 12:5; Acts 2:47; 1 Corinthians 11:26, 28, 12:12-27; Matt. 28:19-20; Psalm 111:1 Hebrews 10:24-25; Acts 2:41)

There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life, for the latter, a resurrection unto judgment (Revelation 7:15-17; 1 Corinthians 2:9; Matt. 13:41-42, 25:41; Revelation 20:10, 15)

The second coming of the Lord Jesus Christ will be personal and visible. This is the believer's blessed hope and is a vital truth. Christ's return encourages us to live holy and faithful lives. (1 Thessalonians 4:16-17; Titus 2:12-13; Hebrews 9:28)