



## **Job Description**

**Title:** Business Manager

**Reports To:** Head of School

**Job Purpose:** To manage the accounting and finance functions of the school, coordinate technology with IT Director, and assist in developing & implementing schoolwide goals and strategies

### **Main Responsibilities and Accountabilities:**

1. Plan, implement, and manage all accounting aspects of the school, including payroll, tuition collection, accounts payable, cash management, debt management, etc.
2. Plan and monitor school budget
3. Work closely with HR Manager on combined duties such as insurance, hiring, etc.
4. Recruit, manage, train, & motivate all directly reporting staff
5. Work closely with IT Director to help oversee IT responsibilities of the school, including school software, computer networking, internet & phone structures, and security matters
6. Work closely with Facilities Manager to oversee financial aspects of repairs, maintenance, capital improvements, and any large projects
7. Oversee all regulatory reporting requirements such as tax remittance & reporting, employment reporting, record keeping, etc.
8. Review and administrate school insurance, contracts & agreements, regulatory compliance, certifications, vendor relations, and any legal matters
9. Manage the annual Financial Statement Review and 990 filings with the outside accountants
10. Prepare, monitor, and update relevant data reports for the school
11. Contribute to strategic planning & development
12. Be available and attend Board meetings to present financial updates
13. Work closely with leadership team to fulfill the school's mission
14. Be ready and willing and participate in other duties and activities of the school
15. Execute the responsibilities of this position in a manner following God's Word