



JOB DESCRIPTION: Business Manager

JOB SUMMARY:

Under the direction of the principal, the Business Manager will assist in the budget process, pay bills timely and keep accurate financial records. The Business Manager is responsible for the school's accounts or general ledger, which is kept current using bookkeeping software.

HOURS & PAY:

20 hours per week, pay commensurate with experience, determined by board

ESSENTIAL FUNCTIONS:

1. Be in agreement with the school's Statement of Faith, Conditions of Employment and Christian Philosophy of Education.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality as well as being a Christian role model.
3. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
4. Handle financial transactions and record keeping
5. Enter data into online spreadsheets and databases
6. Receive and record cash and checks and vouchers
7. Post debits and credits
8. Produce financial reports such as balance sheets, income statements and account totals
9. Reconcile discrepancies or shortages
10. Prepares bank deposits
11. Purchases and orders supplies/materials in collaboration with administrator and office manager
12. Verifies and balances receipts
13. Pays and prepares invoices after approval by the principal
14. Monitors overdue accounts (reports to collections)
15. Handles confidential information with complete security
16. Attends monthly board meetings and budget meetings as requested

REQUIRED KNOWLEDGE, SKILLS & ABILITIES NECESSARY TO PERFORMANCE OF ESSENTIAL FUNCTIONS:

1. Computer skills.
2. Ability to communicate effectively.
3. Successful work background in bookkeeping.
4. Experience with QuickBooks.
5. Ability to perform bookkeeping procedures.
6. Ability to learn and interpret rules, regulations, laws and instructions.
7. Ability to perform required clerical work accuracy and within established timelines.
8. Ability to utilize word processing, data base and spread sheet programs on the computer.