



## **JOB DESCRIPTION OVERVIEW**

Position Title: Business Manager

Educational Level: Four-Year Degree in accounting, finance, business or related field (required)  
CPA certification (preferred)

Reports To: Head of School (HOS)

School Calendar: 12 month Contract – Monday - Friday (Vacation determined in contract)

Employment Hours: Monday, Tuesday, Thursday, Friday 8:15am. - 4:15pm Wednesday 8am-4pm  
(Select Fridays 8:15am-2:15pm)

## **School Mission and Values**

Saint Michael Episcopal School's mission is to provide a nurturing, individualized, inclusive early childhood experience that is based on our four pillars - Love, Faith, Education, and Service. We offer a curriculum to stimulate children's intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.

SMES seeks an outstanding Business Manager for our Preschool that will partner with our Church/School Finance department whose duties and responsibilities are as follows:

Major Responsibilities:

Human Resources

- Enroll, onboard, and maintain employees in benefits programs (insurance, 403(b) retirement plan, etc.)
- Track employee absences
- Track and verify time sheets
- Prepare staff contracts
- Set up and Manage Employee Files

SMES Operations and Finance

- Establish a strong work relationship with the Director of Finance and Accountants to present financial plans and annual budgets to the finance committee of the Board to achieve the objectives of the school
- Maintain a system of cost control to foster efficiency consistent with high standards of education and the limitations of the budget
- Manage a cost-effective system of purchasing, billing, accounting, investing and insurance
- Oversee and make recommendations to Board and Head of School in the areas of investment, budgeting, purchasing, accounting and all office services
- Oversee Financial Legal Issues
- Be aware of collection of accounts in concert with SMAA

- Ensure timely check requests for unpaid accounts to SMAA/SMES Finance Dept for payment
- Maintain all maintenance agreements
- Partner w/ Development and SMAA Accountants to track all Fundraising Sub-accounts
- Manage Fundraisers with Saint Michael Parent Advisory (SMPA)
- Provide preliminary projections for the Finance Committee and HOS
- Assist SMAA accountant for annual audit and when auditors are onsite by providing information requested by SMAA Finance Department
- Reconcile and oversee monthly School budget accounts
- Interface with SMAA Directors of Operations and Finance Department
- Verify credit card statements
- Input credit card transactions for approval with SMES Operations Manager

#### SMES Board of Directors

- Create and maintain statistical data for Board and Head of School analysis and strategic planning
- Review and provide Financials and other Reports for monthly Board meetings
- Create reports that lead Board to undertake periodic, systematic, and long-range planning
- Report to the Board results of programming and financial comparisons of similar institutions and external analyses
- Assist Board Treasurer
- Prepare monthly financial reports for Treasurer to review, discuss and present to HOS
- Prepare monthly financial statements for the SMES Board of Directors
- Attend and take minutes at all finance committee meetings
- Create and maintain a Board Financial Dashboard w/ SMES Operations Manager
- Assist HOS and Treasurer with creation of preliminary annual budget operational figures
- Recommend annual tuition adjustments within annual budget figures
- Assist HOS and Treasurer with creation of preliminary long range financial plan
- Assist with technology account
- Proofread all documents as directed by the HOS

#### SMES Campus Planning and Renovations

- Manage and Oversee all financial and operational aspects
- Coordinate 3<sup>rd</sup> party summer movers
- Work directly with SMAA Operations

#### Enrollment and Tuition

- Develop and Maintain multi-year Enrollment projections
- Establish and maintain strong work relationship with Enrollment and Tuition Coordinator to ensure successful internal and external school financial operations

#### **Employment Requirements:**

- Bachelor's Degree in accounting, finance, business or related field (required)
- CPA Certification (preferred)

- Possess 3-5 years of finance experience in private or public school setting
- Employee must meet personal qualifications as outlined in the THHS Minimum Standards for Child Care Centers
- Employee must have excellent communication skills (both writing and speaking) and refined work ethic as well as experience in effectively communicating with parents, students, and teachers/staff
- Employee must have advanced computer skills, such as specific Accounting systems, Excel, Microsoft and Google platforms
- Collaborate with church staff to support the spiritual development of students and strong church/school relationships
- Be committed to an environment that is supportive, respectful and compassionate to colleagues, SMES families and church parishioners
- Perform other duties, tasks as required and assigned by HOS
- Lift children up to 40 pounds

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and all compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, or any other protected status in accordance with the requirements of all federal, state and local laws.