



BUSINESS MANAGER JOB DESCRIPTION

Title: Business Manager

Date Created/Revised: 10/27/25

Reports To: Head of School and Treasurer

FLSA Status: Exempt

Position Summary:

The Business Manager is responsible for ensuring that all financial and business aspects of the school operation are addressed. The Manager works closely with the Head of School to ensure that the appropriate procedures and policies are in place for financial and administrative functions (e.g. Human Resources, Technology, Security, and Admissions). The Manager communicates well with families, colleagues, and the Board of Trustees.

Job Responsibilities:

Accounting/Finance:

- Execution of all St. James accounting activities, including P&L and balance sheet transactions, cost classification, reserves, and all other financial close related activities.
- Preparation of all billings for tuition and fees along with managing the relationship with FACTS management for collection of tuition and fees. Monitoring of all receivables.
- Prepare and present annual forecasts, budgets, and monthly financial statements to the Head of School, Finance Committee and Board of Trustees. Understand and be able to explain relationships between operational performance and financial results.
- Develop the 5-year strategic financial plan for establishment of tuition and fees and planning for strategic initiatives. Review of the plan with the Finance Committee and Board of Trustees.
- Manage annual audit/review with external accounting firm.
- Coordinate with Finance Committee for management of endowment, investment accounts and cash management.
- Coordinate with the Director of Community and Fundraising for financial tracking of all donations and fundraising activities.

Human Resources:

- Preparation and management of payroll related activities and management of relationship with ADP.
- Manage St. James health insurance relationships, policies and enrollment.
- Prepare annual workers compensation audit information and assist employees in the event of an incident.
- Administer St. James 403(b) retirement plan through partnership with Church Pension Group and Fidelity Investments.
- Assist the Head of School with staffing requirements, employee contract negotiation, and salary determination.

Enrollment/Operations:

- Assist Head of School and Administrator in administering the admission processes including determination of enrollment needs, updating the SchoolAdmin system for enrollment and applications, and development of appropriate communication materials.
- Manage the relationship with the IT partner, Meriplex, ensuring that the technological needs for the school are addressed.
- Update and maintain the various school systems - DirectorySpot, Constant Contact, QManager, Edlio Broadcast.
- Prepare various reports for management of the classrooms and school (e.g. Primary attendance report, ASC attendees, Primary specials attendance, Classroom listings, etc.)
- Assist in the development of communication methods and plans (e.g. Weekly Notes).
- Update and maintain school website.
- Prepare and submit annual accreditation reports and other necessary licensing data requirements.
- Assist with all school events and all other activities/initiatives as required.
- Partner with school administrative staff and church operational staff for oversight and management of summer maintenance and capital projects.
- Engage with families to address issues, suggestions and answer questions ensuring they feel a part of the St. James community.

Administrative/Other:

- Serve as a Corporate Secretary for the Board of Trustees and participate in the Finance Committee, Facilities Committee and other committees as deemed appropriate.
- Serve as a member of the Joint Facilities Committee coordinating joint capital and maintenance activities between the church and school.
- Coordinate with church Operations Manager and Administrator for implementation of the Shared Space Agreement.
- Review all contracts and ensure proper approval has been obtained.
- Coordinate with church administrator for provision of commercial liability insurance.

Experience:

The Business Manager must have at least five years of Accounting or Finance experience, preferably in a school or nonprofit environment.

Qualifications:

Bachelor's Degree in Accounting, Finance, or Business Administration required, along with strong PC skills including proficiency in all MS office software especially Excel. Experience with QuickBooks is beneficial. Requires strong organizational and time management skills along with clear and effective communication and presentation skills.

Other Considerations:

The person in this position is responsible for maintaining performance under pressure, and handling stress in a manner that is acceptable to others and to the organization. Working conditions are relatively free from unpleasant environmental conditions.