



Position Summary

The Business Manager provides both operational and strategic support to the organization. The Business Manager ensures the integrity of the accounting processes, systems, and internal control structure; compiles, analyzes, and prepares financial information for the various users of such information; develops and monitors the school's annual budget; and oversees the school's human resources and technology operations.

This position will interact daily with the administrative team and report directly to the Head of School. The Business Manager will prepare and present financial reports and data to the Finance Committee monthly and to the Board of Trustees as requested.

Essential Functions

- Essential Duties & Responsibilities include:
- Assist in performing all necessary tasks to ensure the attainment of the school's mission;
- Work with the Head of School and other administrators on the strategic vision and operating plans for the school;
- Assist in the development and implementation of sound financial and operational policies and procedures; ensure compliance with applicable local, state, and federal laws, rules, and procedures;
- Oversee all business office functions, including accounts payable, accounts receivable, payroll, purchasing, reporting, and financial controls;
- Ensure adequate controls are installed and executed that will ensure the integrity of the accounting processes, safeguard the organization's financial assets, and that will pass an independent audit;
- Oversee the allocation of financial aid;
- Oversee the management of all fiscal reporting activities for the organization, including monthly revenue/expense and balance sheet reports for internal and external users; reports to banks, governmental agencies, and other required reporting needs;

- Establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting early in the calendar year;
- Maintain a comprehensive long-range financial planning forecasting model to enable strategic financial decision-making;
- Ensure adequate cash flow to meet the organization's needs;
- Establish and monitor all banking activities for the organization;
- Advise and negotiate all significant contracts on behalf of the organization;
- Oversee the annual audit of the school's financial records and financial positions;
- Provide staff support for the Finance Committee of the Board; attend Board of Trustees and other committee meetings as required;
- Field inquiries from parents about billing and other operational matters; respond with timely and accurate information;
- Manage risk at the school to ensure the safety of personnel and students in their use of the facilities;
- Maintain appropriate levels of insurance to protect the property and to cover the liability of the school;
- Assist in the design, implementation, and timely calculation of salaries and wages for all employees;
- Investigate cost-effective benefit plans and other fringe benefits that will ensure the organization can attract and retain qualified employees;
- Oversee the prudent purchasing and maintenance of fixed assets;
- Manage vendors who provide repairs and maintenance of buildings and grounds.

Additional Responsibilities

- Represent the school at various regional, state, and national associations relative to the role of Business Manager.
- Supervise non-classroom duties when assigned.
- Other duties, as required and requested by the Head of School.

Work Environment

- Work areas are in a climate-controlled, open office environment with moderate background noise. Some remote work is possible.
- The position may involve occasional extended work hours.

Physical Requirements

Sitting/Mobility: Approximately 70% of time is spent working at a desk, and the balance (approximately 30%) is spent moving around work areas.

Communication: Ability to effectively communicate with coworkers, volunteers, parents, and the school community in writing and in person. Must be able to remain calm and pleasant when interacting with others in stressful and/or deadline situations. Must be willing and able to collaborate with others to achieve shared goals and objectives.

Reaching/Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment and supplies. Ability to reach and handle items from high and low places on occasion.

Education & Experience

- Candidates must demonstrate a commitment to the school's educational mission.
- Must hold a bachelor's degree in accounting or related field.
- Minimum of five years of financial management experience with the day-to-day financial operations of a similarly sized and resourced organization, preferably an independent school.
- Ability to develop sound policies, procedures, and innovative solutions for business office processes.
- Knowledge of not-for-profit accounting in accordance with Generally Accepted Accounting Principles.
- Knowledge and experience with fund accounting, accounts payable, accounts receivable, and payroll.
- Knowledge and experience with benefit administration, labor law, and other human resource management issues.
- Excellent organizational skills and the ability to easily transition from task to task.
- Impeccable verbal & written communication skills.
- Ability to work with detailed information with high accuracy and confidentiality.
- Experience working with the Board of Directors in a non-profit setting.
- Experience with accounting software systems is required; working knowledge of *Quickbooks* and *FACTS Billing* applications is desired.
- Proficiency with Microsoft Office Suite is required.
- Ability to pass a fingerprint background check.
- Willingness to submit to a personal credit check.

Compensation

Salary is competitive with area independent schools and commensurate with experience. Excellent health and retirement benefits are part of the employment package. Funding exists to support continuing education and professional development. Financial benefits include tuition remission for children of full-time employees.

DEI Philosophy Statement

At Mirowitz, we recognize that diversity, equity, and inclusion are deeply rooted in our work as Jewish educators. Our tradition teaches us the value of *kavod habriyot* (respect for the sacred diversity of all of God's creations). Our core Jewish values of *kavod* (respect), *hakarat hatov* (recognition of the good), *limmud* (learning), and *tikkun* (commitment to repair) guide our work in building empathy, promoting sacred diversity of identities and both studying and committing ourselves to repair of social inequities that have historically stemmed from these differences. We believe in the dignity and worth of every person regardless of race, color, religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.