



BUSINESS MANAGER/DIRECTOR OF FINANCE JOB DESCRIPTION

Accounting & Bookkeeping

- Oversee all business office functions, including accounts payable, accounts receivable, payroll, purchasing, reporting, and financial controls.
- Monitor all banking activities for the organization.
- Ensure adequate cash flow to meet the organization's needs.
- Oversee management of fiscal reporting activities (monthly revenue/expense, balance sheet reports; reporting to banks, government agencies, etc.).
- Ensure adequate controls are installed and executed to safeguard assets and pass independent audit.
- Field inquiries from parents about billing and respond with timely and accurate information.

Finance / Strategic Management

- Assist in development and implementation of sound financial and operational policies and ensure compliance with laws.
- Develop and monitor the school's annual budget.
- Maintain a comprehensive long-range financial forecasting model.
- Establish a plan and schedule for annual budget preparation, including tuition-setting.
- Oversee the allocation of financial aid.
- Advise and negotiate significant contracts on behalf of the organization.
- Oversee the annual audit of the school's financial records.
- Provide staff support for the Finance Committee of the Board; attend Board/committee meetings as required.

Human Resources

- Assist in the design, implementation, and calculation of salaries and wages.
- Investigate cost-effective benefit plans and manage employee benefit programs.
- Ensure compliance with HR-related laws and policies.

Facilities and Operations

- Manage risk to ensure safety of personnel and students in their use of facilities.
- Maintain appropriate levels of insurance (property, liability, etc.).
- Oversee prudent purchasing and maintenance of fixed assets.
- Manage vendors providing repairs and maintenance of buildings and grounds.

Other

- Supervise non-classroom duties when assigned.
- Other duties as required/requested by the Head of School.
- Work with the Head of School and administrators on strategic vision and operating plans.
- Represent the school at regional, state, and national associations.

