

Covenant Christian High School

Position Description: Business Manager

Reports to: Administrator

Draft Date: 2/12/2024

Description:

Serving under the direction of the administrator, the **business manager** provides leadership and management of the financial, budgetary, and general office support for the operation and maintenance of CCHS.

Responsibilities:

- Supervises the office support staff and coordinates with the administrator and other administrative staff to accomplish clerical and scheduling needs.
- Manages the financial accounts and records and ensures the safety and security of funds.
- Implements practices and procedures for financial processes that comply with standards and policies.
- Invests funds to gain optimum returns that are allowed by policies.
- Ensures the paying of salaries and bills, issues invoices as needed, and keeps records of all financial transactions.
- Completes or directs the creation of W-2's, 1099's, and other required financial and tax documents.
- Receives tuition payments and maintains related records and reports.
- Prepares financial and operational reports as required by governmental agencies and as requested by the administrator and/or the Board of Trustees.
- Participates in the development of budgets.
- Manages the front office greetings and phone communications and directs calls to and from teachers, students, parents, and other appropriate parties.
- Manages the purchase of supplies and negotiates and manages vendor contracts for needed goods and services for maximum value.
- Manages the clerical needs for the administrator, the directors, and the Board of Trustees.
- Manages and assigns the distribution of newsletters, mailings, etc.
- Manages the health insurance provider and related communications with staff.
- Manages the insurance requirements and ensures the school is properly insured.

Qualifications:

1. A committed member of good standing in the Protestant Reformed Churches of America that leads an exemplary Christian life.
2. A bachelor's degree in accounting, business administration, or equivalent.
3. Ability to lead, manage, and delegate duties.
4. Knowledge of and skills to utilize accounting and financial software.
5. Ability to manage large and complex budgets.
6. Ability to pay attention to detail and display a zero-error mindset.
7. Good organizational and time management skills.
8. Excellent at written and oral communication.
9. Demonstrated love for and commitment to students and covenant education.