

## Business Manager

South Shore Christian Academy (SSCA) is an independent, non-denominational, Christian college preparatory school in Weymouth, MA, serving approximately 250 students from PreK through Grade 12. SSCA is seeking a Business Manager to begin immediately.

The successful candidate will be an integral member of a small, collaborative administrative team. The Business Manager provides support to the Headmaster, the Board of Trustees, the Finance Committee, the Audit Committee and the senior administrative team. The position reports directly to the Headmaster.

Primary areas of focus include collaborating with the Headmaster and Finance Committee in the development of the Annual Budget; preparing financial statements; directing the audit; leading the financial aid process; maintaining banking relationships; general ledger and revenue accounting; and managing payroll and human resources. The successful candidate will be an experienced professional and a committed Christian willing to support the SSCA Statement of Faith. The successful candidate must also be attentive to detail, organized, able to manage multiple projects simultaneously, and able to balance work projects with the day to day needs of the faculty, staff and families of the SSCA community. Prior independent school experience is a plus.

### **Requirements:**

Minimum of a BS/BA

Skilled in Excel and QuickBooks

Strong oral and written communication skills

Ability to integrate new software or other tools to increase institutional efficiency

### **Preferred**

5+ years experience in a managerial role in a school or non-profit organization

CPA

Please send a cover letter with resume to [headmaster@southshorechristian.org](mailto:headmaster@southshorechristian.org).

**See full job description on following pages.**

## South Shore Christian Academy **BUSINESS MANAGER**

### Job Description

#### **Finance**

Responsibility	Description
Tuition & Collections	Manage tuition billing and collection efforts, payment plan setup, including FACTS administration/ coordination. Timely follow-up with delinquent parent accounts. Interface directly with parents experiencing financial troubles.
Scholarship & Financial Aid	Administers the Scholarship and Financial Aid award process, working with the Admissions Director. Interact directly with parents on financial aid awards.
Financial Control	Monitor and control expenditures to ensure they are consistent with approved budget and program plans. Ensure appropriate cash balances are maintained for the operational needs of the school.
Financial Reporting	Develop accurate and timely reports that meet management's needs.
Annual Audit	Primary interface with the auditors for the annual external audit; provide information and prepare data. Follow up on recommendations.
Daily Accounts Payable	Process A/P invoices—post data into QuickBooks, write checks, maintain check register. Collect W-9 forms when appropriate; prepare annual 1099 forms. Point of contact for vendor, faculty and staff payment status inquiries.
Vendor Agreements and Pricing	Research and solicit bids for pricing on various vendor relationships as needed.
Cash Management	Ensure appropriate cash balances are maintained for the operational needs of the school. Make cash transfers between accounts and draw on the bank line-of-credit as needed.
Bank Accounts	Reconcile all Bank Statements monthly. Prepare and make bank deposits.
General Ledger & Monthly Closings	Oversee posting and reconciliation of A/R, A/P. Reconcile General Ledger monthly.
Aftercare Accounting	Create regular invoice for Aftercare services and monitor collections and follow-up with delinquent parent accounts.
Various	Conduct miscellaneous Business Office transactions for Parent Fellowship, Interterm, and other groups or activities, as required.
Petty Cash	Oversee petty cash—conduct regular reconciliation.
Business Staff	Supervise Facilities Manager and assist Director of Admissions when needed.

#### **Planning & Administration**

Responsibility	Description
Budget preparation and monitoring	Work with Finance Chair and Head of School to prepare annual operating and capital budgets; long-term financial plans, and cash flow projections.
Support Strategic Planning Process	Work with and provide support for the Strategic Planning Committee. Help implement Long Range Plan by means of annual goals.
Hunt Properties, LLC	Maintain rental facility, collection of rent, and accounting for Hunt Properties, LLC.
Facility Rental	Consider facility rental requests in conjunction with Head of School, collect rental agreements and certificate of insurance for approved groups.
Trustee Support	Support Finance Committee and attend trustee meetings; compile and create monthly financial reports; gather data and present information as needed.

## Personnel

Responsibility	Description
HR Compliance / Personnel Records	Ensure HR compliance is maintained in all areas. Maintain complete and accurate personnel records. Coordinate with the Head of School to produce and maintain employment contracts.
Payroll	Input and maintain accurate payroll data with ADP. Process monthly payroll; verify payroll reports. Post payroll to General Ledger accounts; maintain Worker's Comp records.
HR Forms	Prepare new employee packages, collect and verify all necessary employment and benefit enrollment forms. Provide all required State and Federal reports in a timely manner.
Retirement	Collect enrollment forms, as well as payroll coordination for deductions and year end catch up contributions.
Academy Operating Insurance	Ensure adequate insurance coverage concerning liability, certain equipment failures, and other operational interruptions. Contact, research and propose appropriate insurance agencies as needed.
Benefits	Review plan(s) annually, researching alternatives to maximize benefits and cost efficiencies. Familiarity with Plans; address employee questions/issues. Develop and maintain a Benefit's contact and procedures manual.
Retirement	Facilitate annual review of plan, and rollover kit coordination.

## Facilities

Responsibility	Description
Facilities Management & Maintenance Plan	Work with Head of School and facilities staff to develop long-term plan for facilities maintenance, replacement, and upgrade. Regularly review the physical condition of the facilities and status of ongoing projects. Supervise facilities staff.
Property, Plant & Equipment	Research, acquisition (including all financial and legal responsibilities) and management of property, plant and equipment.