



Job Description Business Manager

Position: Accounting Manager for Westminster Christian School

Department: Business Office

Reports To: Head of School and Finance Committee

Classification: 12-month, Administrative Staff, Contract

Hours: 40 hours/week

Benefits: Employee Handbook (school)

Requirements:

- Minimum of a bachelor's degree in accounting
- Minimum of 3 years of accounting experience, not for profit experience preferred
- Demonstrated knowledge of generally accepted accounting principles and financial analysis
- Ability to collect, organize, and analyze data efficiently, including high proficiency in Excel
- Excellent verbal, written, communications and presentations skills
- Strong leadership, organization, planning and time management skills

Duties and Responsibilities include the following. Other duties may be assigned as needs arise.

General:

- Serve as a member of the School Admin Team and attend regular meetings
- Attend Finance Committee and School Board Meetings as needed
- Recommend changes in policies, practices, and procedures (as needed) in all areas related to the finances and operations of the school
- Analyze trends in budgeted spending and receipts; prepare timely notifications regarding areas of concern for the Head of School and schoolboard
- Oversee all accounting policies and practices to ensure compliance with GAAP/Fund Accounting for nonprofit organizations and initiate and implement changes as required

Accounting:

Budget

- Collecting of information from committee heads or program principals
- Preparation and presentation of budget to Finance committee and School board
- Monitor purchasing against budgeted amounts

Contributions

- Maintenance of contribution funds
- Review of annual contribution statements for the organization
- Reporting and analysis of giving trends for school advancement office

Banking

- Reconciliation of bank statements
- Approval of ACH processing

Accounts Payable

- Reviewing and approval of invoices
- Reviewing preparation of annual 1099 Misc.

Investments

- Review investments with Management Company and set up annual meeting with Finance Committee
- Reconciliation of Monthly Statements and Communication with leadership

Payroll

- Onboard new employees
- Review and approve semi-monthly payroll processing

Financial Assistance

- Review of applications and disbursement of funds (with Head of School and/or Financial Assistance Committee)
- Communication with families/finance committee/board

Month End/Financial Reports

- Perform month-end closing procedures
- Produce/analysis/disseminate monthly financial reports

Facility:

Facilitate the negotiation of appropriate insurance coverages for property and liability

Work with WPC Deacons and Facilities Manager to determine capital improvement plans and funding

Personnel:

Generate Employee Contracts

Maintain Personnel Files

Personnel Handbooks

- Preparation and Review

Insurance Benefits

- Medical/Vision/Dental Insurance
- Disability & Life Insurance
- Annual Health Insurance filings for Affordable Care Act

Cobra/FSA

- Employee Setup and management

Retirement

- Setting up new employees with retirement company and setting up their withholding in payroll

Supervisor for Finance Office Staff

- Coordination of daily work activities for Accounts Payable Bookkeeper and Accounts Receivable Clerk positions
- Responsible for writing and conducting annual review of Accounts Payable Bookkeeper and Accounts Receivable Clerk positions.

Please send your current resume to [Deb Hoon](#), Head of School.