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**Position Name:** Business Manager

**Position Type:** Salaried employee, Full time

**Reports To:** Head of School

**Leadership Level:** B-Ring leader

**Direct Reports:** No direct reports at this time.

**Indirect Reports/Weekly Connections:**

- Bookkeeper (Contract Worker for Payroll & QuickBooks)
- CCF Church Staff (Facilities)
- FCC Pastor, Board, or Assistant (Facilities)
- KHR Janitorial Staff

**Location:** Primary office will be at Upper School.

### **Position Pay & Benefits**

**Salary:** Aims to match comparable salaries for similar jobs at SCL or ACCS schools. Negotiated based on experience.

**Benefits:** Vacation (see below), priority student admission to immediate family

**Professional Development:** \$1500/year for discretionary professional development.

### **Position Schedule**

#### **Work Hours**

This position requires approximately 40 hours per week.

- On-campus hours include being on campus when required. Typically 7:15am-4pm (M-R) and 7:15-12:15pm (F).
- Off-campus hours. Your off-campus hours will be those necessary to fulfill your weekly work commitments.
- Summer hours: Modified hours can be completed for the most part at home. Some meetings required.
- Participation is required at school events including staff in-service days, staff training, and parent meetings unless otherwise indicated by the Head of School.
- Attendance is also required at monthly Finance Committee Meetings and weekly Admin Team (B-Ring) Meetings, though these typically occur within the workday.

#### **Vacation**

Three weeks of paid summer vacation (between last day of school in academic year and first day of professional development in next) may be scheduled with the approval of Head of School.

#### **Holidays**

This position observes all school holidays, including Labor Day, Thanksgiving (1 week), Christmas

Break (3 weeks), MLK Jr. Day, President's Day, Spring Break (1 week), Good Friday, Memorial Day, and Fourth of July. Based on workload, up to 4 hours per week may be required during Thanksgiving Week and Christmas Break. This position includes 40 hours PTO during the school year and 15 days (3 work weeks) in summer.

## Overview

The role of the Business Manager can be expressed for the most part as a B-Ring leader over the Operations quadrant of the ISM Leadership Circle. The Business Manager, as a B-Ring leader, will report directly to the Head of School and work closely with the other B-Ring leaders in the organization—the Lower School Dean, the Upper School Dean, and the Director of Admissions and Advancement. The primary areas of ownership for the Business Manager are as follows:

### ❖ Finance

- Member of the Finance Committee and actively engages in monthly reconciliation reports and speaks to questions, issues, or clarity regarding finances.
- Works closely with the contracted bookkeeper on properly receiving and making payments, bi-weekly payroll, and categorization of expenses and income.
- Assists Head of School in detailed analysis of P&L and recommendations for budget.
- Generates and sends all necessary invoices.
- Oversee teacher expenditure tracking & reimbursements

### ❖ LEARNS

- Business manager must understand the [LEARNS EFA \(Educational Freedom Account\)](#) program and oversee quarterly disbursements from the LEARNS program to the school. LEARNS is the Arkansas state legislation for school-choice.
- Business manager will prepare and distribute invoices to families five times each year. The first, due by June 1, is the expected Out-of-Pocket Expense for each student. The next four quarterly invoices will be the remained of the tuition expected to be covered by the LEARNS EFA.
- Business manager will work closely with Director of Admissions and Advancement regarding student enrollment.

### ❖ Human Resources

- Business Manager will assist Head of School in writing, editing, and/or posting job descriptions for open positions.
- Business Manager will serve as the Human Resource officer who receives all applications for posted positions, or receives inquiries about potential future positions.
- Tracks PTO
- Manage background checks & child safety training for all staff and volunteers

### ❖ Legal

- Business Manager will assist Head of School in contacting and providing information to legal counsel if/when necessary.

### ❖ Information Technology

- We intentionally minimize the use of technology in the school. However, when the

technology we do use needs repair or replacement, it will be the responsibility of the Business Manager to take next steps to solve the problem.

- Day-to-day questions & solutions for printer and Wi-Fi issues

#### ❖ Facilities & Grounds

- The Business Manager will be the primary point of contact for rental relationships with existing church (CCF) and rentee of our facility (First Christian Church).
- Maintenance issues will be reported to the Business Manager who will take appropriate action to rectify the issue.
- With Head of School, the Business Manager will keep apprised of current and future building/ construction projects, who will be working on campus when, and ensure student safety in such circumstances.

#### ❖ Safety and Risk Management

- The Business Manager will work to ensure proper safety plans are in place (e.g., fire, tornado, earthquake, intruder).
- The Business Manager will aid the Head of School in planning all procedures that put children at potential risk (e.g., drop off, pickup, outdoor recess).

#### ❖ Development

- Assist Head of School in:
  - Generating and sending end of year donation letters
  - Monitoring and updated donor database

### **Education, Skills, and Experience**

- ❖ B.A. or above
- ❖ Knowledge of and experience in business and finance operations.
- ❖ Experience in both financial and academic related fields preferred.
- ❖ Organized, able to work with a team, ability to lead others

### **Other Items of Note**

- ❖ As a Christian organization, employees must:
  - Demonstrate a commitment to Christ in their day-to-day life
  - Affirm the Apostles' Creed
  - Commit to acting in accordance with piety and uphold our mission, vision, and statement of faith. (See website or request electronic copy.)
  - Act in accordance with our employee handbook. (Handbook sent upon request.)
- ❖ "[Working Genius](#)" of Galvanizing would help our B-Ring Team, and Working Genius of Tenacity would help with day-to-day challenges of business operations; neither are required.
- ❖ Working Values of SCA
  - Core Values: Hospitality, Fidelity, Christ-Centeredness (*Core values are "the few—just two or three—behavioral traits that are inherent in an organization."*)
  - Permission to Play Values: Teachability, Humility, Kindness (*Permission to play values are "the minimum behavioral standards that are required in an organization."*)