



## **Horizon Christian School Business Manager**

### **General Description**

The Business Manager will work closely with the administrative team and manage the business and finances of the school, oversee facility/grounds maintenance, and bus operations, and coordinate new personnel onboarding. The Business Manager will supervise the bookkeeper, administrative assistant, janitor(s), maintenance and grounds employee(s). This person shall support the mission of the school, be spiritually mature and honor Christ at all times.

### **Financial Responsibilities**

- Maintain all financial records and financial dealings of the school.
- Authorize all financial disbursements within budget and financial constraints. Negotiate contracted services/leases/purchases with vendors.
- Oversee billing of all charges and collections on accounts, authorize payment arrangements for overdue accounts, authorize financial charges to be written off.
- Oversee all payroll functions.
- Prepare, in collaboration with school administration, the annual income and expense budgets for board approval. Oversee and advise school administration regarding actual spending compared to budget and trends, prepare and provide financial statements for school administration and school board review.
- Prepare financial statements and all supporting schedules in preparation for the annual audit. Work with the auditors to file all tax documents in a timely manner.
- Arrange and negotiate all insurance coverage (building, vehicle, medical benefits) and handle all insurance claims.

### **Facility & Grounds Coordinator**

- Be responsible for the care, maintenance, cleanliness, and safety of the school's building grounds, and vehicles.
- Schedule, oversee and supervise janitors, maintenance workers, and bus drivers.
- Schedule all inspections, preventative maintenance, and repair of the buildings, grounds, and vehicles.
- Keep records of maintenance and inspections.
- Coordinate use of facilities by outside groups and maintain a calendar of facility usage.

### **Bus Transportation Coordinator**

- Keep informed about current federal and state regulations regarding school bus transportation and driver licensing.
- Recruit and oversee training of bus drivers. Maintain a list of drivers and their licensing expiration dates, training hours, driving records, and other required information.
- Keep all records required for supervision of bus use, check lists, maintenance records, and submit reports as required by law to the proper agencies.
- Schedule the use of all buses and drivers for the school route and activities.
- Provide instruction and guidelines for safety procedures.
- Communicate frequently, consistently, and promptly to all appropriate persons involved in school bus usage.

### **Human Resources Coordinator**

- Keep current on employment laws, school employment policies, and HR issues.
- Apply human resource policies and procedures for the school.
- Assist in onboarding new employees.
- Create and maintain up-to-date personnel files for all employees.
- Administer various employee insurance programs and benefits.
- Administer the workman's compensation program, employee leave policies and COBRA program.
- Assist in reviewing and updating job descriptions, contract language, and the Employee Handbook.

### **Required Professional & Personal Qualities**

It is expected that this individual will –

- Education: Bachelor's Degree in business/accounting preferred.
- Experience: Preferred minimum of five years experience including personnel management.
- Have a knowledge and understanding of the business side of non-profit organizations and the organizational skills and ability to work with people, projects, and resources.
- Have strong leadership skills, including organizational and administrative abilities, the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, make timely and difficult decisions, and communicate these decisions.
- Communicate clearly and positively, listening, providing clarification, both in written and verbal form to individuals.
- Know how to manage multiple task workload and have disciplined time-management and organizational skills.
- Be a team player; treat others with respect and consideration.
- Demonstrate basic proficiency in computer word processing, accounting software, Excel spreadsheets, and emailing.

### **Required Spiritual Qualities**

It is expected that this individual will –

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God – our standard for faith and practice.
- Believe and actively support the schools Statement of Faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in an evangelical church as defined in Horizon's policy manual.