



ACADEMICALLY EXCELLENT, CHRIST-CENTERED

Business Manager

Job Purpose

To serve the board, administration, faculty, staff, and families of Judah Christian School in managing finances, human resources, and operations.

Position Summary

The Business Manager will be responsible for managing all aspects of school finances and the business of Judah. This position will work to manage and assist administration of human resources including personnel file management, documentation, and training. This position works cooperatively with the administration to manage all aspects of the daily operations of the school.

Qualifications

A fellow Christian who supports without reservation the Judah Christian School Statement of Faith; Preferred experience in accounting/business; Preferred experience in management of finances, human resources and operations. Possess necessary organizational and office management skills; Proficient in Microsoft Office, and preferred experience in QuickBooks, FACTS, and/or GoogleDocs systems; Can effectively communicate via spoken word, phone, email, etc.; Demonstrates ability to set priorities and handle multiple projects; Willingness to work as a member of a team, as well as the ability to work independently as needed; Able to work with high level of integrity and confidentiality; Excellent organizational skills with a keen attention to detail

Responsibilities include-

Finance

- Serve as the registered agent for State of Illinois reporting – annual reporting, tax exempt status.
- Process semi-monthly payroll and bi-weekly payroll
- Pay semi-monthly payroll taxes
- Submit monthly IDES report to state of Illinois
- Pay monthly payroll liabilities
- Process quarterly taxes 941, IL 941, UI340
- Process and print W2 forms
- Enter new and adjusted salary and benefits into payroll
- Supervise bookkeeper
- Oversee and approve the variable tuition awards
- Approve purchase orders

- Monthly account reconciliation and financial reports as directed by school board (Board Report)
- In partnership with Martin Hood, prepare the 990 and the information for annual Financial Review
- Set up budget in Quickbooks
- Set up memorized transactions (tuition each year)
- Prepare Accrued Salaries
- Prepare requested financial information for community meeting
- Prepare and track all senior class expenses, including senior trip
- Track all fundraiser money
- Track and maintain restricted contributions and expenses
- Set up and oversee tuition rate plans in FACTS
- Oversee FACTS invoice distribution for Receipt for Qualified Education Expenses generation by bookkeeping office
- Maintain tax exempt property status
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- Work with all groups/clubs/activities to track and manage income and expenses (art club, drama, Judah Connect, etc.)
- Oversee teacher stipends
- Oversee curriculum budget in coordination with superintendent and principals
- Manage tuition collection, delinquent accounts/write off accounts
- Serve as a member of the Finance Committee

Human Resources

- Responsible for maintaining the personnel records.
- Coordinate and manage all employee benefits (health, dental, vision, life insurance, supplemental life insurance, Flexible Spending Account, Illinois Secure Choice)
- Process all new hires, terminations, and job changes
- Prepare, distribute, and track all employee agreements
- Coordinate contracts and salary spreadsheets for payroll and budgeting
- Set up annual online training for faculty and staff in coordination with the administration

Operations

- Coordinate and manage student insurance
- Coordinate and manage JCS insurance
- Coordinate and manage workers compensation
- Annual discrimination testing for Flexible Spending Account
- Order, distribute, and maintain all curriculum
- Serve as point of contact for all vendors
- Finance and planning tasks for Senior trip, HS retreat and 8th Grade Retreat (maintain financial records of fundraising, senior sponsor for coordination of trip and fundraising, order shirts, in coordination with secondary principal make reservations, coordinate transportation)
- Oversee SCRIP program
- Oversee staff- front office, nurses, the hot lunch coordinator, and custodians
- Crisis management coordination under administration
- Distribute teacher checklist/inventory at end of year
- Oversee and manage maintenance Requests

Working Hours

This position is a full time, 12-month position.

Supervisor

This position reports directly to the Superintendent.