



# JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

908 N. Prospect Avenue | Champaign, IL 61820 | Phone 217.359.1701 | Fax 217.359.0214 | [www.judah.org](http://www.judah.org)

## 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, benefits, 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.
- Maintain tax-exempt status.
- Maintain tax-exempt property status.
- Process semi-monthly payroll.
- Pay semi-monthly payroll taxes.
- Submit monthly IDES report to the State of Illinois.
- Pay monthly payroll liabilities.
- Process quarterly taxes 941, IL 941, UI340.
- Prepare the 990 tax form with accounting firm.
- Process W2 forms.
- Enter new and adjusted salary and benefits into payroll.
- Prepare Accrued Salaries.
- Oversee teacher stipends.
- Supervise bookkeeper.
- Oversee the tuition assistance program.
- Set up and oversee tuition rate plans in FACTS.
- Oversee FACTS invoice distribution for Receipt for Qualified Education Expenses generation by the bookkeeping office.
- Set up the budget in QuickBooks.

- Set up memorized transactions.
- Track and maintain restricted contributions and expenses.
- Track all fundraiser money in cooperation with the Advancement office.
- Prepare and track all senior class expenses, including senior trip.
- Work with all groups/clubs/activities to track and manage income and expenses (art club, drama, Judah Connect, etc.).
- Approve purchase orders.
- Oversee curriculum budget in coordination with the superintendent and principals.
- Monthly account reconciliation and financial reports as directed by the school board.
- Monthly credit card reconciliation.
- Prepare requested financial information for two annual community meetings.
- Prepare information for the annual Financial Review.

### **Human Resources**

- Responsible for maintaining the personnel records.
- Process all new hires, terminations, and job changes.
- Prepare, distribute, and track all employee agreements.
- Coordinate contracts and salary spreadsheets for payroll and budgeting.
- Coordinate and manage all employee benefits (health, dental, vision, life insurance, supplemental life insurance, Flexible Spending Account, Illinois Secure Choice).
- 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.
- Complete annual discrimination testing for Flexible Spending Account.
- Serve as point of contact for all vendors, including annual IT subscriptions (Microsoft licenses, AR program, grade-specific programs used).
- Order, distribute, and maintain all curriculum.
- Telephone set up and maintenance along with the front office.
- Planning tasks for the senior trip, HS retreat, and 8<sup>th</sup> grade retreat (maintain financial records of fundraising, senior sponsor for coordination of trip and fundraising, order shirts, in coordination with the secondary principal makes reservations, and coordinates transportation).
- Oversee RaiseRight (SCRIP) program.
- Supervise front office personnel.
- Maintain a spreadsheet of maintenance tasks.
- Coordinate providers to complete maintenance tasks.
- Serve as the Crisis Management Coordinator for the school, along with administrators.
- Work with the Operations Assistant to the Superintendent to ensure permits and inspections are up-to-date.

### **Working Hours**

The Business Manager is a full-time, 12-month position.

### **Supervisor**

This position reports directly to the Superintendent.