

FORT MYERS CHRISTIAN SCHOOL
Business Manager
Job Description

SUMMARY of RESPONSIBILITIES

This position is responsible for the daily financial management and monthly reporting for the school. This would include responsibility for all general ledger accounting, accounts receivable, accounts payable and payroll, and the production of monthly financial and statistical reports. Establish and implement financial objectives, policies, and programs, which are in alignment with FMCS's overall mission, vision, and core values. This is a full time year round position reporting to the Head of School.

ESSENTIAL FUNCTIONS

- Assist in the coordination of financial planning and budget management functions. Assist the Head of School and Finance Committee in preparing an annual budget.
- Ensure financial management software data is accurate and up to date to facilitate real time data relative to the school's financial position in regards to cash position, cash flow, income and expense and balance sheet positions.
- Monitor and analyze monthly operating results and appropriate forecasts against budget. Provide detailed and summary level data that facilitates easily understood financial positions and promotes fast and accurate decision-making.
- Oversee daily operations related to financial and money management.
- Responsible for payroll – implementation, data collection and management.
- Implement appropriate monthly or quarterly reconciliations between applicable contractors and any FMCS software vendor reports to ensure accurate and auditable transactions and provide early detection of any possible misappropriation.
- Manage the preparation of financial outlooks and financial forecasts as required outside of the normal monthly processes or as requested.
- Be the primary interface to the independent accounting firm for information and coordination of audits, public record filings and tax returns.
- Ensure compliance with local, state, and federal reporting requirements for tax, payroll and contractor payments, and workers compensation.
- Ensure appropriate cash handling and financial record keeping processes and procedures are in place to prevent misappropriation of funds. Provide recommendations and implement procedural improvements where necessary.
- Make recommendations on ways to reduce expenses and find efficiencies within school operations.
- Assist Human Resources in yearly review of school insurance policies to ensure adequate coverage in all areas.
- Coordinate requests for Additional Insured insurance coverage for off-site school functions.
- Prepare all necessary reports and attend all Finance Committee and Board meetings, working closely with Board Treasurer.
- Ensure all staff working with financial software is trained and aware of the specific FMCS chart of accounts and accounting management procedures.

- Ensure access to FMCS financial data and records is restricted to only those with a “need to know”. Work closely with IT coordinator to ensure appropriate systems access restrictions are in place and anyone accessing financial data has your prior concurrence.
- Hiring, training, evaluating, and retaining competent staff to execute all functions for which this position has oversight responsibilities.
- Report directly to the Head of School.

OTHER FUNCTIONS

- Assist Human Resources Director by providing necessary data for annual review and quote solicitation for employee benefits with insurance brokerage firm.
- Assist Human Resources Director in open enrollment process.
- Manage benefit enrollment data input and maintenance for all benefit plans.
- Maintain record of employee absences and other data as needed.

REQUIRED EXPERIENCE / EDUCATION

- Must have experience in accounting, finance, and business operations. Should have general knowledge of information technology, automated payroll and accounting systems.
- Must have an understanding of and an appreciation for a Christ-centered school. Must possess strong interpersonal, writing and presentation skills. Strong organizational skills are essential.
- Bachelor’s degree in business, finance or related degree is required. MBA and/or CPA designations are a plus.

REQUIRED PERSONAL QUALITIES

- Must exercise discretion and maintain confidentiality.
- Must interact in a Christ-like manner at all times. Utilizes the interpersonal relationship method of Matthew 18 as commanded by Jesus Christ.
- Must have excellent organizational, written/verbal communication and interpersonal skills.
- Evidence a mature personal Christian faith consistent with the Fort Myers Christian School Statement of Faith.
- Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Fort Myers Christian School.
- Have received Jesus Christ as personal Savior.
- Believe that the Bible is God’s Word and standard for faith and daily living.
- Be in whole-hearted agreement with Fort Myers Christian School’s Foundational Documents.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God’s biblical standards for sexual conduct (Luke 6:40)
- Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school’s Statement of Faith.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

REQUIRED KNOWLEDGE/LICENSES

- Solid working knowledge of Shelby Next (or other Accounting Software), Microsoft Office and Google applications.
- Florida Notary Public or willingness to become Florida Notary Public.

WORKING CONDITIONS

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. Will be located in a busy, sometimes noisy office; therefore, may be faced with frequent interruptions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must have the ability to sit and stand for extended periods of time; must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Exhibit manual dexterity to enter data into a computer; specific vision abilities required by this job include Close vision, Distance vision and Depth perception. Ability to see and read a computer screen and printed material with or without vision aids While performing the duties of this job, the employee is frequently required to walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. Employee must have the ability to hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to bend, stoop, climb stairs, and reach overhead.