



South Central Conference of Seventh-day Adventist JOB DESCRIPTION

POSITION TITLE:	Business Manager - Academy
FT/PT:	Full-time (38.5+ per week may include some evenings and weekends)
CLASSIFICATION:	Exempt
REMUNERATION:	84%-102%
REPORTS TO:	Chief Financial Officer/Treasurer, Principal, School Board
SUPERVISES:	N/A
FUNCTION:	Process all business office transactions that relate to student financial records. Performs all accounting functions in the business office that relates to the general ledger, payroll, human resources and accounts payable.

GENERAL RESPONSIBILITIES:

- All functions of accounts payable.
- Bi-weekly payroll processing and maintenance of employees' payroll files, specifically for substitute employees.
- Responsible for the remittance of funds to the Conference for employee's payroll and benefits.
- General ledger reconciliation reports and trial balance.
- Verification of bank reconciliation reports
- Monthly close and preparation of Financial Statements
- Administrates the collection policy.
- Receipts all incoming cash and prepares daily bank deposits.
- Reconciles monthly and closing Student A/R subsidiary ledger.
- Prepares mailing of monthly statements
- Reconciles and closes monthly receipt of subsidiary ledger.
- Development and maintenance of files, paper and electronic, for faculty and staff
- Development and maintenance of files, paper and electronic, for each student enrolled.
- Budget Controls

- General Journals for the general ledger
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
- Supervision and hiring of Maintenance, Custodial and Business Office staff.
- Participate in conventions and/or workshops related to the functions of accounting.
- Provides reports to CFO, principal and school board as required or necessary.
- Other duties as assigned.

OTHER

- Attend worship on a regular basis.
- Attend monthly staff and departmental meetings.

MARGINAL DUTIES & RESPONSIBILITIES:

- May present/lead worship.
- May assist in other departments beyond regular department, as necessary or required.

QUALIFICATIONS:

Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference, must transfer membership within 6 months of hire.

Education & Experience:

- Master's degree in accounting or related field, preferred.
- Bachelor's degree in accounting or related field with 4+ years' related experience
- Financial astuteness is a necessity.
- Need to be systematic and organized by nature.
- Inherent people skills are a must.
- Negotiating skills are desirable.
- Must complete and pass background check(s).

Language/Writing Skills:

- Must have excellent verbal skills.
- Must possess strong analytical skills and pay keen attention to details.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear and grammatically correct way.
- Bi-lingual Spanish speaking, reading and writing may be required.

Reasoning Ability:

- Must have the ability to read, analyze and interpret common reports and documents.

- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

Physical Demands:

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

Equipment Used:

- Must be proficient in the use of the computer and various software packages.
- Must be able to use standard telephone.
- May have to use general office equipment including; fax machine, copier, calculator, typewriter, etc.

Work Environment:

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally and regionally.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

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