

Columbia Academy

Job Description

Business Manager

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: BUSINESS MANAGER

REPORTS TO: CHIEF FINANCIAL OFFICER

PAYROLL STATUS: SALARY EXEMPT, FULL-TIME, TWELVE MONTHS

TYPICAL HOURS: 7:30 – 4:00 WITH A 30-MINUTE LUNCH BREAK
(9:00 – 2:00 SUMMER HOURS)

PURPOSE AND SCOPE OF THE POSITION

The Business Manager reports to the Chief Financial Officer (CFO) and is responsible for providing financial, bookkeeping, administrative, and clerical services in order to ensure effective, efficient, and accurate operations in the business office. Providing these services in an effective and efficient manner will ensure that the Academy's finances, particularly the School's expense accounts, are accurate and up to date. The Business Manager must comply with established policies and procedures.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Maintain the school's payroll database and process payroll on a semi-monthly basis.
Main Activities:
 - Assist with the onboarding process for new employees ensuring completion of all necessary documentation and assist completing necessary steps for employee terminations
 - Maintain accurate employee payroll records including demographics, employee status, tax withholding, and direct deposit information
 - Ensure employee compensation, earnings, and deductions are accurate and current in the payroll database
 - Calculate, process and review the submission of the school's semi-monthly payroll
 - Run queries and reports from the database as needed to pull records and information for various needs
 - Manage enrollment changes related to the School's medical insurance plan, voluntary insurance plans and 403(b) retirement plan
 - Submit required deposits for the School's retirement plan and assist with the annual retirement plan audit
 - Assist employees with necessary payroll changes and inquiries
 - Maintain timekeeping and attendance records for employee absences and provide an accounting for employee paid time off accruals
 - Ensure the confidentiality and security of all payroll and financial information
 - Complete necessary reports with federal, state and local agencies

2. Maintain the school's vendor database and process all payments for accounts payable.

Main Activities:

- Maintain up-to-date vendor records ensuring accounts payable database is accurate
- Receive, review, and code vendor invoices for accuracy and approval
- Prepare invoices for payment in a timely and accurate manner
- Reconcile vendor statements and resolve any discrepancies
- Reconcile monthly statements for corporate purchasing cards
- Manage and maintain a system for tracking and paying employee reimbursements
- Maintain strong relationships with vendors and service providers
- Maintain an orderly filing system for all invoice and payment documentation

3. Provide financial, bookkeeping and administrative support in order to ensure effective and efficient office operations.

Main Activities:

- Assist with budget preparation, monitoring and compliance
- Prepare the monthly bank reconciliations for cash accounts
- Assist with monthly close process, reconciliation of general ledger accounts, and preparing internal reports
- Provide excellent service to employees, visitors and other stakeholders
- Perform other duties as assigned by the CFO
- Abide by all school policies, including, but not limited to, the faculty-staff handbook

KEY COMPETENCIES

1. The Business Manager must possess knowledge in the following areas;
 - Ability to maintain a high level of accuracy in preparing and entering financial information
 - Knowledge of office administration and bookkeeping procedures
 - Knowledge of human resources, payroll/personnel, wage, labor, and tax administration
 - Knowledge of computer programs including the ability to operate computerized accounting, spreadsheet and word processing programs and e-mail at a highly proficient level
2. The Business Manager must demonstrate the following skills;
 - Attention to detail and high level of accuracy
 - Excellent interpersonal skills
 - Effective organizational skills
 - Effective verbal and listening communication skills
 - Effective written communication skills
 - Analytical and problem-solving skills
 - Ability to multi-task, prioritize and work efficiently
 - Ability to work independently, self-starter, energetic

- Ability to collaborate and work with others
 - Ability to anticipate work needs and follow through with minimum direction
 - Ability to demonstrate sound judgment in decision making
 - Time management skills
 - Conflict management skills
3. The Business Manager must demonstrate the following personal attributes;
- Fully committed to his/her Christian faith in belief and practice
 - A member in good standing of a local church of Christ
 - Be completely honest and trustworthy
 - Maintain strict confidentiality
 - Be respectful
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Demonstrate a sound work ethic

WORKING CONDITIONS

The Business Manager may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she must also spend a significant time on the computer entering information, which requires attention to detail and high levels of accuracy. There are often important deadlines associated with this position, which may cause stress. The Business Manager must also deal with a wide variety of people on various issues.