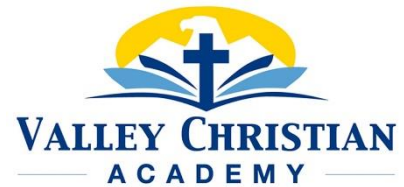


Job Description for the position of **VCA Business Manager**



Reports to: Administrator

Supervises: Business Office Assistant, Maintenance Staff and Cleaning Company, and Kitchen and Recess Staff

Position Overview: The Business Manager is responsible for the financial accounting, management and reporting of all funds at VCA, the HR aspects of personnel, and the operational oversight of the building and select staff with integrity and in such a way that those areas of Valley Christian Academy bring glory to God.

Position Description: This is a 12-month, part-time (four-day per week) exempt position that is paid on an annual basis commensurate with experience and degree(s) held. Benefits are available with this position. Hours are 7:30am-4:00pm on days worked while school is in session. Because school business continues over the summer, on-campus hours and vacation will be mutually agreed upon with the Administrator.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Savior and Lord
- Seeks to live a life as His disciple, displaying Christian maturity
- Is active in a Bible-believing church whose Statement of Faith is consistent with VCA's
- Stands as a positive Christian role model for students, parents, employees and our larger community
- Agrees with Valley Christian Academy's Statement of Faith

Required Professional Qualities

- An appropriate degree in Accounting, or Business Management from an accredited college or university is preferred
- Has experience in the areas of accounting, AR, AP, computer, and managing others as well as skills described within this job description
- Is highly motivated and capable of working independently in a flexible environment while still being a valuable part of a team
- Demonstrates strong organization, the ability to work quickly and thoroughly, accountability (through reports, planning, etc.), cooperation, integrity and confidentiality
- Promotes a positive attitude about VCA and its employees and students.

Essential Skills

- Demonstrates proficiency, accuracy, and attention to details
- Strong skills in using Excel, Word, Excel, the Internet, and other relevant accounting software (QuickBooks, etc.) and willing to learn software used at VCA (Renweb, etc.)
- Prepare various financial reports, statements in completely, accurate, and timely ways
- Demonstrate ability to establish positive relationships with existing and potential vendors and parents, and effectively work with them concerning accounts, late payments, etc. in a firm but friendly way

- Demonstrate credibility to prospective VCA families and earn trust of current and departing VCA families

Responsibilities

The tasks and responsibilities of this position fall into two general categories and will include, but not be limited to, the following:

- Maintain all financial aspects of VCA with integrity and transparency
 - Systems and procedures
 - Ensure that the Academy's income and expenditures are handled according to standard accounting practices, and to achieve maximum spiritual impact compatible with the resources God provides.
 - Ensure that the accounting system generates accurate financial information on a timely basis and that cash is managed in accordance with board and/or administrative policies.
 - Maintain a cash flow analysis and keep the Administrator and Finance Committee well-informed of anticipated cash needs.
 - Work closely with the Administrator and Finance Committee to establish and monitor internal controls to assure timely and accurate appropriation and management of assets.
 - Coordinate annual and three-year budget projections for the Academy in cooperation with the Administrator and Finance Committee.
 - Work with Finance Committee and Administrator to research and propose alternatives for prudent investment of cash not in immediate use.
 - Records and Reports
 - Ensure that all financial records of the Academy are kept accurately and in accordance with standard accounting practice.
 - Prepare regular financial reports for the Administrator, Finance Committee, and Board.
 - Preparation of Financial Statements in accordance with Generally Accepted Financial Practices.
 - Maintain records in accordance with record retention period requirements.
 - Human Resources: Personnel, Payroll, and Benefits
 - Ensure all tax related filings are timely submitted.
 - Maintain current knowledge of relevant tax laws, OBES, Worker's Compensation, and employee benefits; manage current employee tax forms for proper payroll deductions.
 - Coordinate/manage State regulated Human Resource requirements (background checks, new hire reporting, etc.).
 - Coordinate and evaluate all aspects of the major medical/life insurance program and assure maximum benefit is received for minimum cost; manage health deductible reimbursements.
 - Coordinate and evaluate all aspects of retirement program.
 - Coordinate all aspects of educational compensation.
 - Bookkeeping
 - Reconcile bank statements on a monthly basis.
 - Manage and deposit funds at bank as necessary.
 - Prepare and file the annual Ohio Department of Education reports: Adm-1 (Census) and ACR (Administrative Cost Reimbursement) programs.
 - Prepare and disburse payroll; monthly statements; fund and account reconciliations.
 - Implement and monitor receivables and payables, cash flow, and budget controls.

- Oversee the Bus. Off. Ass't in the coordination/management all aspects of the TRIP Program.
 - Budgeting and Purchasing
 - Adhere to established purchasing procedure including the use of requisitions, purchase orders, and matching of invoices with the corresponding requisitions/purchase orders prior to issuing payment for goods or services.
 - Prepare the annual school budget in accordance with the Administrator, Personnel, and Finance Committees.
 - Negotiate and oversee all contracted office services, including office equipment lease/service.
 - Family Accounts
 - Track and collect overdue tuition and fees according to approved policies and procedures.
 - Oversee the Bus. Off. Ass't as he/she
 - Manage and process re-enrollment and new family registration; setup tuition accounts.
 - Manage systems for monthly Lunch and ESS programs; prepare charges for monthly statements; and manage and process DPP (Direct Payment Programs) entries.
 - Financial Aid Program
 - Manage all Financial Aide application paperwork including reporting for Committee review.
 - Work with the Financial Aid Committee to assess and determine financial aid awards.
 - Process award notification to families and implement assistance into the accounting system.
 - Serve as Financial Aide Committee liaison between families throughout the year.
 - Other
 - Evaluate all aspects of building/liability insurance programs and assure maximum benefit is received for minimum cost, to constantly evaluate needs for coverage and make recommendations for change.
 - Manage on-line donations and credit card payments, pertinent website updates.
 - Evaluate the performance all of those supervised on an annual basis.
- Operational Oversight with consistency and planning
 - Be responsible for the overall success of the following operational areas
 - Kitchen and Lunchroom program and associated personnel (Kitchen Coordinator and Lunchroom Coordinator)
 - Building Maintenance and associated personnel (Custodian and cleaning company)
 - Extended Student Supervision Program (before- and after-school care) and associated personnel (ESS Coordinator)
 - All of the above include hiring, oversight, and annual evaluation, and that Ensure proper procedures are followed in accordance with Administration and State regulations.
- Other
 - Other duties as assigned by the Administrator.

Hired by the School Administrator, this is a position subject to this Job Description, VCA Procedures, the VCA Policy Manual, and the Terms of Employment.

Evaluation:

Job performance will be evaluated annually by the Administrator in accordance with the Board's policy, established evaluation forms, procedures, and this job description.