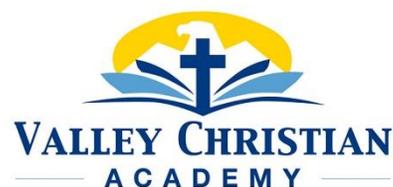


## Job Profile

### VCA Business Manager



*The Business Manager is a key part of the school's leadership team working very closely with the Administrator and the Principals. Because of our mission and vision as a Christian School, this person not only must be organized and understand all aspects of finances well, but also have a heart for ministry and have strong abilities in dealing with people (children, parents, employees, vendors, etc.).*

*The purpose of this profile is to work in harmony with the Job Description to describe the skills, knowledge, and experience of the "ideal" person to fill this job. While no one begins as the ideal person, some things are necessary to start the job while other things can be learned, taught, and mentored over time to the person eager and willing to learn.*

#### **You will love this job if you . . .**

- Enjoy the accounting process
- Love working with others to help them be successful
- Like to plan and organize projects
- Enjoy being part of a team that works together

#### **You'll be good at this job if you . . .**

- Believe in the value and importance of Christian education –
  - Must have a passion, vision, and appreciation for VCA's mission and ministry
- Are very organized –
  - Effectively using MS Word and Excel, QuickBooks, Computer usage for applications, email, Internet research (extensive Excel and QuickBooks skills- a must!)
  - Enjoys "standard operating procedures" and setting up systems and routines
  - Must be able to multitask well, being task oriented and available to people
  - Is a logical thinker with strong analytical skills
  - Facilities management helpful for projects and rentals
  - Strong filing skills (both electronic and paper)
- Are strong in financial areas –
  - Budget preparation, development, and forecasting
  - Preparing monthly financial reports and summaries
  - Managing cash flow and fund accounting
- Are personable and enjoy people –
  - Ability to work with volunteers and colleagues
  - Strong professional yet friendly demeanor
  - A diplomatic working style – strong managerial skills and an aptitude for managing and working independently.