



**Job Description:
DIRECTOR OF BUSINESS OPERATIONS**

Job Title	Director of Business Operations
Department/Grade	N/A
Division (LS/MS/HS/US)	N/A
Unit	Administration
Classification (FTE/PTE/FTN/PTN)	Full-Time Exempt
Reports to / Evaluated by	Head of School
Supervises	Bookkeepers; Human Resources Specialist; Office Aide
Total Contract Days	225
Contract Year (JJ or SA)	JJ
Payroll Category	TBD

JOB PURPOSE:

The Director of Business Operations is responsible for the daily financial management and monthly reporting for the school. This includes responsibility for all general ledger accounting, accounts receivable, accounts payable and payroll, and the production of monthly financial and statistical reports. Additionally, the Director of Business Operations must establish and implement financial and human resource objectives, policies, and programs, which are in alignment with the SCS overall mission, vision, and core values. This is a full-time, 12-month position.

ESSENTIAL FUNCTIONS OF THE POSITION:

- 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 regard 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 decisions;
- Oversee daily operations related to financial and money management;
- Implement appropriate monthly or quarterly reconciliations between QuickBooks and other contractors (e.g. DonorConnect, ADP, SCRIPS, etc.) 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 sales tax, payroll and contractor payments, county property appraisal, 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;
- Review school insurance policies at least annually to ensure adequate coverage in all areas (multi-peril, auto, umbrella, employment practices, directors and officers, etc.) and manage any changes or additions;
- Coordinate requests for Additional Insured insurance coverage for off-site school functions;
- Attend all Finance Committee and Board meetings as directed;
- Ensure all staff working with financial software are trained and aware of the specific SCS chart of accounts and accounting management procedures;
- Ensure access to SCS financial data and records is restricted to only those with a “need to know;”
- Work closely with Director of Technology to ensure appropriate systems access restrictions are in place and anyone accessing financial data has permission;
- Oversee hiring, training, evaluating, and retaining competent staff to execute all functions for which this position has oversight responsibilities;
- Coordinate annual review and quote solicitation for employee benefits with insurance brokerage firm;
- Assist the Human Resources Specialist with the annual open enrollment process;
- Assist the Human Resources Specialist with benefit enrollment and maintenance for all benefit plans ensuring all benefit providers are recording enrollment changes accurately and in a timely manner;
- Track various governmental requirements such as COBRA, EEOC reporting, FMLA, personnel documentation and employment policies and practices;
- Provide payroll data – salaries, benefits and deductions;
- Exercise discretion and maintain confidentiality;
- Motivate students to accept God’s gift of salvation and help them grow in their faith through their witness and Christian role modeling;
- Lead students to a realization of their self-worth in Christ and assist them in making positive life choices;
- Keep the Administration adequately informed of serious student issues;
- Recognize the need for good public relations and represent the school in a favorable and professional manner to the school’s constituency and the general public;
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration;
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and Administration;
- Know the procedures for dealing with emergency situations.

SUPPLEMENTAL FUNCTIONS OF THE POSITION:

- Supervise extracurricular activities, organizations, and outings as assigned;
- Utilize educational opportunities and evaluation processes for professional growth;
- Provide input and constructive recommendations for administrative and managerial functions in the school;
- Support the broader program of the school by attending extracurricular activities when possible;
- Perform any other duties that may be assigned by the Administration.

REQUIRED SPIRITUAL QUALITIES:

- Have received Jesus Christ as your personal Savior;
- Believe that the Bible is God's Word and standard for faith and daily living;
- Be in whole-hearted agreement with Salisbury Christian School's Foundational documents;
- Be a Christian role model in attitude, speech, and actions toward others including a commitment to God's Biblical standards for sexual conduct (Luke 6:40);
- Be a member in good standing at an evangelical church that has a Statement of Faith in agreement with the SCS Statement of Faith;
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ;
- Have the Spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ESSENTIAL PERSONAL QUALITIES:

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task;
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism;
- Meet everyday stress with emotional stability, objectivity, and optimism;
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy;
- Use acceptable English in written and oral communication;
- Speak with clear articulation;
- Respectfully submit and be loyal to constituted authority;
- Notify the administration of inability to support any policy;
- Refuse to use or circulate confidential information inappropriately;
- Place administrative ministry ahead of other jobs or volunteer activities;
- Make an effort to appreciate and understand the uniqueness of the community.

WORK EXPERIENCE REQUIRED:

- 3-5 years of experience with bookkeeping, financial management, and/or human resource management required;
- Supervisory experience preferred.

EDUCATIONAL EXPERIENCE REQUIRED:

- Bachelor's degree in Business, Finance, or related degree;
- MBA and/or CPA designations preferred;
- General knowledge of Word, Excel, and QuickBooks.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The work environment at SCS is one typically found in a school setting. Duties are typically performed in a setting commensurate with the teaching assignment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.

The physical demands of the position are ones typically found in a school setting. The employee must have the ability to:

- Sit and stand for extended periods of time;
- Lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds;
- Frequently move about inside campus buildings and outside on the grounds;
- Exhibit manual dexterity to enter data into a computer;
- Possess close vision, distance vision, and depth perception;
- See and read a computer screen and printed material with or without vision aids;
- Stand, reach, balance, stoop, kneel, crouch, and crawl;
- Hear and understand speech at normal classroom levels;
- Speak in audible tones so as to be understood clearly in normal classrooms.

DISCLAIMER:

Requirements stated herein are minimum levels of skill and/or abilities to qualify for the position. This document does not in any way create an express or implied contract of any kind, or change the nature of your at will employment. Salisbury Christian School has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or the employer (SCS) may terminate employment at any time for any reason.