



PAISADES™

## EPISCOPAL SCHOOL

### Position Title: **Business Manager**

#### Job Description

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**Supervisor:** Head of School

**Status:** Full-time Exempt

#### **Essential Functions:**

- Use standard accounting and bookkeeping procedures, to keep an accurate continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable.
- Prepare a monthly Statement of Financial Activities for the head of school and the board of trustees.
- Provide a monthly report of expenditures for use of each individual budget center within the school.
- Prepare and provide for all Board of Trustees meetings Board Reports that include but are not limited to: Statement of Financial Activities, Balance Sheet and Statement of Cash Flows. Serve on Finance Committee.
- Prepare the annual budget that will permit the setting of the succeeding year's tuition and present at a Board of Trustees meeting. Prepare subsequent revised versions of the budget throughout the year.
- Prepare all work papers for annual external audit and work with auditors during audit process.
- Prepare monthly bank reconciliations.
- Perform all A/R (including collections) and A/P functions.
- Administer payroll, 401K plan, healthcare plan and all employee benefits.
- Oversee all school purchasing, financial investments, banking activities, payroll and benefits program.
- Prepare all Government funding requirements and reporting.
- Timely and accurate reporting to ensure compliance with accounting principles and standards, and relevant legislative regulations and requirements.
- Provide staff support, in conjunction with the head of school, to the Finance Committee and the Executive Committee of the Board of Trustees.
- Keep abreast of and provide support in the areas of Workplace Relations and Human Resources.
- To manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- To assist the head of school with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.
- Analyze financial aid applications and process as part of financial aid committee. Track financial aid and tuition remission awarded to assure within budget.
- Track tuition and fees due, financial aid awards made, restricted funds and grants.
- To represent the school at various regional, state, and national associations relative to the role of being the business manager.
- To perform other duties as assigned by the head of school.
- To support the school and its leadership.

## **Skills/Qualifications**

- Bachelor's degree required.
- Accounting experience with the production of financial statements required.
- Experience with the operation of an Independent School is desirable.
- Quickbooks experience a plus.
- Outstanding knowledge of and skills in effective business, financial and risk management.
- Highly developed leadership and management skills.
- Strong project management experience and skills.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organization.
- Demonstrated skill in identifying and implementing significant improvement and streamlining of processes, systems and record keeping.
- Strong organizational and time management skills, with an ability to prioritize tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
- Highly developed writing and computer skills and ability to format and present information accurately, quickly and logically.
- Presents a professional and positive demeanor and is a solution orientated person.
- Demonstrates high levels of confidentiality. Cultivates credibility and honesty.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute. Possesses a strong work ethic.
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail.
- Operates effectively in a collaborative team environment.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.

## **Additional Information**

This full time position requires the Business Manager to work flexible hours. The incumbent will be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.

Submit resume to Kerin S. Hughes, Head of School, [khughes@pescharlotte.org](mailto:khughes@pescharlotte.org)

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