



Business Manager

Mission (Purpose and Function): This person serves the WSCS school and families by assisting with budget planning, billing, tuition assistance, and other financial matters.

Responsible to and evaluated by: Head of School

Responsibilities

1. Accounts Receivable
 - a. Tuition
 - i. Receives enrollment forms and set up tuition records
 - ii. Sends monthly tuition statements to families
 - iii. Answers tuition questions from prospective and current families
 - b. FACTS Accounts (online payment)
 - i. Set up accounts and makes changes, as needed
 - ii. Process payments
 - c. Prepare Tuition Reduction Incentive Program (TRIP) deposits
 - d. Receive and record payments: checks, credit card., ACH, TRIP, etc.
 - e. Bank
 - i. Prepare bank deposits
 - ii. Go to bank
 - iii. Monitor activity
 - f. Manage line of credit
 - g. Early Childhood
 - i. Set up preschool family accts. and answer questions
 - ii. Preschool receivables, including FACTS
 - iii. Preschool statements
 - h. Little Sprouts Childcare
 - i. Billing
 - ii. Receivables
 - i. Send receipts and thank yous for church payments and third party tuition payments
2. Accounts Payable
 - a. Organize invoices and schedule payments
 - b. Create checks, print, mail, file, Positive Pay

- c. Field questions from vendors
3. Tuition Assistance
 - a. Meet and communicate with families
 - b. Set up and monitor FACTS Grant-in-Aid
4. Human Resources
 - a. Payroll
 - i. Enter and maintain employee records
 - ii. Prepare bi-weekly pay runs
 - iii. Payroll accounting
 - iv. Information for CAP for 1099s
 - b. Benefits
 - i. Benefits: Health, Dental, Short-term, Long-term, Disability, Eye Insurance and Coverage, 403b
 - ii. Benefits and payroll meetings with new employees
 - iii. Set up new employees and maintain existing
 - iv. Salary reports for Christian Schools International
 - v. Liaison between staff and CSI and 403b firms (GPI and Midwest)
5. Accounting
 - a. Month end accounting procedure
 - b. Prepare documents and attend Finance Committee meetings
 - c. Assist with budgeting process
6. Office Assistant
 - a. Assist with hospitality (answering phones and greeting guests)

Qualifications:

- College Degree
- Background and/or experience in Finance

Work Period: Year Round. Tuesday and Wednesday 8:00a-4:00p. Thursday 10:30a-3:30p.

Remuneration: Part-time. Up to 22 hours per week.