

Business Manager Job Description

About Riverside Christian School

Riverside Christian School has a long and proud history of excellence in meeting the educational and spiritual needs of families in the Grand Forks, East Grand Forks, and surrounding areas since 1982.

RCS leads students to pursue their full potential by assisting families in providing a Christ-centered education. Our mission is to inspire students to pursue academic excellence from a biblical worldview.

Description:

We are seeking a self-motivated, flexible, and dedicated individual to oversee the financial operations of the school, under the immediate supervision of the Head of School and School Board Treasurer.

Requirements:

Two-year financial/business-related degree and/or equivalent combination of education and experience; QuickBooks Enterprise Desktop proficient, nonprofit accounting experience a plus. Microsoft Office Suite proficient. Excellent English in written and oral communications with school families, staff, vendors, donors and third parties. Ability to maintain the highest levels of confidentiality.

Responsibilities and Expectations

Spiritual

- Agree to the school's statement of faith with a clear testimony of personal faith in Jesus Christ and seek, in all actions, to glorify God.

Finance/Accounting/Bookkeeping

- Reconcile and manage accounts payable and receivable in online software.
- Record check and digital donations received; maintain positive relations with donors; send out yearly donation statements.
- Reconcile general ledgers and bank statements to ensure they comply with accounting procedures.
- Prepare and run payroll including timesheet reviews, quarterly payroll tax reports, tax deposits and year-end W-2s and 1099s.
- Manage, organize, and maintain family tuition and fee records in online software.
- Perform the billing, collection, deposit, disbursement, and record maintenance of tuition, fees and extra-curricular activities to include sports, clubs and student trips.
- Contact families directly as needed for FACTS set-up and late and delinquent accounts.
- Assist Board Treasurer and Head of School with annual budget.
- Collaborate and work with Marketing Director during fundraisers and donor communications.
- Coordinate with Variable Tuition Committee for assigning financial aid awards and family follow-up.
- Manage Work Study hours with families and coordinate with Work Study Subcommittee.
- Coordinate with outside CPA for yearly tax return, MN Charitable Organization Report and GAAP Audit.
- Provide monthly financial reports to School Board for review to submit to outside CPA firm for filing.
- Other duties as assigned and needed.

Human Resources/Operations

- Manage and maintain personnel files for payroll and employee benefits.
- Arrange annual meetings between staff and benefit providers.



- Facilitate and manage audits for the MN Department of Education School Lunch Program.
- Manage, update, and maintain donor database in coordination with the Marketing Director and DonorSnap software.
- Work cooperatively with colleagues to develop and implement effective and relevant procedures.
- Participate in monthly school board and weekly administration meetings.
- Participate in school fundraisers and special events as needed.
- Other duties as assigned and needed.

Skills and Abilities:

- Proficient in computer applications including Microsoft Office Suite and QuickBooks.
- Excellent written and verbal communication skills.
- High level of interpersonal and relational skills to handle sensitive and confidential situations.
- Use initiative and prioritize work.
- Accurate and well-organized approach to work.

Personal Attributes:

- Professes Christ, with a deep appreciation for the culture and values of Riverside Christian School and the greater Grand Forks community.
- Shows good discretion and sound judgment.
- Possesses ability to work well independently.
- Displays versatility and adaptability to varying job demands, changing workflow, and office environment.
- Respectfully submits and is loyal to constituted authority.
- Shows respect for staff and required procedures.
- Knows and observes school policies and regulations.
- Demonstrates willingness to learn.
- Meets everyday stress with emotional stability, objectivity, and optimism.

Position Properties:

- Full time.