Business Manager
Job Description

RIVERSIDE CHRISTIAN SCHOOL
Teaching & equipping tomorrow's Christian leaders

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 Business Manager to oversee the financial operations of the school, under the immediate supervision of the Lead Principal and School Board Chair. The Business Manager handles accounts payable and receivable, payroll and benefits administration, tuition and fee billing, financial reporting, and coordination with the school's outside accounting firm.

Requirements:

Two-year financial or business-related degree and/or an equivalent combination of education and experience; QuickBooks Online 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.

Accounts Payable and Receivable

- Oversee accounts payable and receivable in QuickBooks Online, including vendor invoices, Ramp expense review, deposits, and income from Edutrak, Givebutter, Stripe, and RaiseRight.

Payroll and Benefits

- Oversee all payroll and benefits, including time tracking corrections, PTO adjustments, payroll taxes and year-end forms, retirement contributions, bills from benefit providers, and personnel files.
- Manage the onboarding of new employees, including setting up employment contracts, payroll information, direct deposit, W-4 and I-9 forms, and other required employment documentation.
- Oversee annual employment contract renewals, ensuring contracts are prepared, distributed, signed, and properly filed in employee personnel records.

Tuition and Family Accounts

- Oversee tuition and fee billing, collection, and records, including Edutrak set-up and follow-up on late and delinquent accounts.
- Coordinate financial aid awards with the Variable Tuition Committee and work study hours with the Work Study Subcommittee.

Reporting, Budget, and Compliance

- Oversee general ledger and bank reconciliations and provide monthly financial reports to the School Board and outside CPA firm.

- Assist the Board Treasurer and Head of School with the annual budget.
- Coordinate the yearly tax return, MN Charitable Organization Report, GAAP audit, and MN Department of Education School Lunch Program audits.

Collaboration and Operations

- Collaborate with development and marketing staff on fundraisers and donor communications and participate in school fundraisers and events.
- Participate in monthly School Board and weekly administration meetings and work with colleagues to develop effective procedures.
- Other duties as assigned and needed.

Skills and Abilities:

- Proficient in computer applications, including Microsoft Office Suite and QuickBooks.
- Willingness and ability to learn Riverside specific applications - Edutrak, PowerSchool, ADP, Ramp, GiveButter, and Stripe.
- Excellent written and verbal communication skills.
- High level of interpersonal and relational skills to handle sensitive and confidential situations.
- Uses initiative and prioritizes 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.
- Works well independently.
- Displays versatility and adaptability to varying job demands, changing workflow, and office environment.
- Respectfully submits to 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.