

Business Office Finance Manager

Business Office Manager supports GMCA operations by organizing and implementing all office operations and procedures to provide effective service to the Administration, Staff, Teachers, Parents and Students of the Academy.

Reports to the Head of School

Job Description includes:

- Establish the office standard for all office procedures for the business office
- Input all employee information accurately into the payroll system
- Prepare and input pertinent information to complete all online banking requirements
- Monitor and reconcile monthly bank account statements for all GMCA accounts
- Verify account payment records for accuracy and timeliness
- Completes walk- in bank deposits at financial institutions
- Prepare monthly financial reports for Board of Regents and the church Finance Committee
- Keep Head of School informed on the Academy 's financial position
- Review and analyze special reports, summarizing the information for the Head of School
- Works with the Chief Financial Officer on Budget issues
- Collaborates with the GMCA accountant to prepare annual tax returns for the academy
- Provides historical perspective of all financial documentation
- Identifies and implements office procedures for the protection, retrieval, transfer, retention, and final disposal of all financial material
- Approves adjustments related to financial adjustments requested by parents
- Consults with Human Resource Manager on personnel issues relating to employment, verifications, bankruptcy levies, tax garnishments, child support orders, etc.
- Reviews and approves all office supply requisitions
- Assigns clerical functions to other business staff
- Accepts other business duties assigned by the Head of School
- Coverage of the Receptionist area in the p.m.
- During church closure, take mail to post office and purchase stamps as needed
- Some door coverages for basketball games

Job Types: Full-time, Contract

Salary: \$34,000.00 - \$39,000.00 per year

Benefits:

- Paid time off

Physical Setting:

- Office

Schedule:

- 8-hour shift

Education:

- Master's (preferred)

Experience:

- Accounting 1 year (preferred)

Ability to commute/relocate: