**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**School Business Manager**

|  |  |
| --- | --- |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The School Business Manager’s position is to support school ministry by processing all business office transactions that relate to student financial records. Performs all accounting functions in the business office that relates to the general ledger, payroll, human resources and accounts payable. Requires knowledge of school policy and organizational structure, a high level of technical skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the Principal. Work is performed with minimal supervision. Assignments are essentially performed independently, referring problems, concerns, etc., to the Principal for help. May have supervisory duties over others.

Essential Job Functions

The School Business Manager’s responsibilities shall include, but are not limited to the following:

* Accounts payable- all functions
* Bi-weekly payroll processing and maintenance of employees’ payroll files
* General ledger reconciliation reports and trial balance
* Verification of bank reconciliation reports
* Monthly close and preparation of Financial Statements
* Administrates the collection policy
* Receipts all incoming cash and prepares daily bank deposits
* Reconciles monthly and closing Student A/R subsidiary ledger
* Prepares mailing of monthly statements
* Reconciles and closes monthly receipting of subsidiary ledger
* Development and maintenance of files, paper and electronic, for faculty and staff
* Development and maintenance of files, paper and electronic, for each student enrolled.
* Budget Controls
* General Journals for the general ledger
* Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business
* Supervision and hiring of Maintenance, Custodial and Business Office staff
* Participate in conventions and/or workshops related to the functions of accounting
* Miscellaneous duties as assigned by the Principal

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* Bachelor of Science (B.S.) degree or its equivalent and two years’ experience is desired.
* Operational knowledge of the Internet and web-related technologies

Knowledge and Skills

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability.

Must possess the ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquires or complaints. Must possess the ability to read and write functional English.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Must have knowledge of accounting principles and be able to apply it to limited areas of accounting procedures.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer skills and familiarity with various accounting software (word processing and spreadsheet) is required. Ability to work independently and main confidences. Ability to work with culturally and ethnically diverse groups.

Physical Requirements

* Must be able to read, speak, hear and write
* Must be able to effectively communicate both orally and in writing
* Occasionally required to stand; walk; sit, use hands to finger, hand or feel objects, or controls; reach with hands and arms; and talk or hear
* Occasionally lift and/or move up to 10 pounds
* Specific vision, depth perception and the ability to adjust focus.
* Tasks may involve extended periods of time at a keyboard or workstation

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**