

CITADEL CHRISTIAN SCHOOL

JOB DESCRIPTION AND SELF-EVALUATION FORM

POSITION TITLE: Business Manager

GENERAL DESCRIPTION: assist the administrator with duties related to administration of the school, including development of the budget, management of financial transactions, and payroll.

QUALIFICATIONS: The Business Manager shall be one who has trusted Jesus Christ as Savior and Lord. He/she shall be a member in good standing of an evangelical church and shall lead a mature Christian life. He/she shall possess the clerical, computational, and computer skills necessary to complete a variety of tasks, projects, and reports.

RESPONSIBLE TO: Head of School or Principal

NOTE: When using this form for self - evaluation, follow this rating scale:

5-Clearly Outstanding	4-Commendable	3-Meets Expectations	2-Needs Improvement	1-Unsatisfactory
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Financial

Income:

- ___ 1. Collect and deposit all monies in the appropriate accounts.
- ___ 2. Maintain all financial records, (receivables, pay plans, delinquent accounts, financial assistance, donations, etc., and generate reports as requested (941 quarterly reports, annual 990 reports).
- ___ 3. Manage any donor software being used and issue receipts & year-end statements for donations.

Expenditures:

- ___ 4. Initiate all expenditures at the direction of the Head of School or Principal.
- ___ 5. Process all checks, including payroll, with proper co-signature.
- ___ 6. Verify teacher/staff absences and correlate them to payroll.

Recordkeeping:

- ___ 7. Keep current banking records.
- ___ 8. Reconcile monthly bank statements.
- ___ 9. Prepare financial reports required for school board meetings.
- ___ 10. Follow-up on all delinquent accounts according to policy.
- ___ 11. Process payroll and distribute to employees.
- ___ 12. Record employee absences.
- ___ 13. Maintain and update personnel files.
- ___ 14. Process billing for After School program.
- ___ 15. Process billing for student and employee lunches.
- ___ 16. Furnish financial report to school board treasurer by due date.
- ___ 17. Process "cafeteria plan" (Section 125) and distribute to employees.
- ___ 18. Process FACTS reports for financial assistance.

Budget:

- ___ 19. Assist in preparing a school budget according to the timeline set forth in school policy.
- ___ 20. Describe discrepancies between the projected and actual budget to the school board treasurer for his report to the board.

Meetings

- ___ 21. Attend monthly finance committee meetings as scheduled
- ___ 22. Attend financial assistance committee meetings as needed.

Personnel

- ___ 23. Execute criminal background checks of new employees.
- ___ 24. Assist administrator in completing payroll worksheets and contracts on all school employees.
- ___ 25. Assist in the interview process when hiring new office staff.

"Business Manager" file in the Job Descriptions folder

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