

Director of Business & Finance

Job Description



Objective: The Director of Business & Finance (DBF) is responsible for management of the business, financial, human resources, safety and physical plant operations of the School. The DBF is a member of the senior administrative team and reports directly to the Head of School.

Qualifications: Committed Christian and member in good standing of a local church in substantive agreement with the LCCS statement of faith. Must have a minimum of a Bachelor's degree or equivalent experience in business, finance, accounting, management, or a related field. Minimum of five years executive-level experience preferred.

Duties and Responsibilities:

- Interact with all school constituent groups (parents, faculty, administration, board members) with a highly professional servant leadership and customer service mentality.
- Ensure that administrative and ongoing decision-making processes are data driven and that appropriate and effective data collection and archiving mechanisms are in place for all required areas of activity.
- Oversee the development and implementation of systems and processes to establish and maintain records.
- Oversee physical plant management, property improvement, maintenance, janitorial services, security, and lunch programs.
- Act as an advisor to the Head of School on the school budget, long range financial planning and all other business and financial questions.
- Provide monthly and annual financial reports to the Head of School including income statements, balance sheets, 990 reports (in coordination with the accountant), financial reviews, audits, year-end reports, etc.
- Track expenses, budgetary commitments, and cash flow so that school budgets are appropriately maintained.
- Maintain accurate and continuous records of the financial position of the school using standard accounting practices, including but not limited to the timely recording and processing of receivables and payables. This includes but is not limited to receipts, disbursement, reconciliation of credit cards and bank statements.
- Manage enrollment contracts with families and ensure timely collection of past dues, tuition and fees owed to the school.
- Administer the school's payroll and benefit plans.
- Prepare material for audits and tax returns; maintain required records in anticipation of audits.
- Ensure the School is in compliance with various government regulations affecting the school including but not limited to the IRS, Equal Employment Opportunity, Occupational Safety and Health Act State regulations.
- Develop policies and insurance coverage based on current valuation for equipment and liability needs.
- Coordinates travel arrangements and payment for travel arrangements for all approved trips for staff or guests.
- Oversee all aspects of bookkeeping including general ledger and financial statement preparation.
- Oversee all aspects of the school's finances including cash flow management, investment management, budget management, banking, financial planning, and budget management.
- Monitor the responsible allocation of budget resources for various departments.
- Review, authorize, and maintain all contracts received by the School including the School's leases.
- Oversee and manage the school's property and casualty, health, and liability insurance programs.
- Oversee processing of enrollment agreements, including all processing of invoices and collections.
- Manage LCCS Scholarship Organization, including the filing of all applications and reports. Serve as the liaison to all scholarship agencies including, but not limited to, PA Family Institute, Faith Builders, Bridge Foundation, and ACSI.

- Support development and maintenance of the School's personnel policies and procedures, employee handbook, and personnel forms.
- Develop, implement and maintain effective compliance with applicable employment regulations.
- Ensure the secure and confidential maintenance of human resource related files and records.
- Coordinate salary changes and oversee correct FLSA classification of jobs.
- Prepare and maintain accurate job descriptions.
- Oversee the employee orientation process and document completion.
- Consult with legal counsel, as necessary, to minimize potential liability.
- Maintain records of absences for faculty and staff.
- Advertise as necessary for all job openings. Oversee all correspondence from initial contact through hiring. Maintain files of all non-hired applicants as required by law.
- Supervise additional employees as assigned by the Head of School

To apply for this position, submit a cover letter and resume to phansen@lccs.cc