

**Job Description** Business Manager/Bookkeeper

**Reports to:** Administrator

**Hours:** 40 Hours per week

**Position Type:** Non-exempt position.

**Job Summary:** Manage all business- and finance-related activities for the school.

**Required Professional Qualities:** It is expected that this person will...

- Hold a bachelor's degree in business/accounting from an accredited postsecondary institution.
- Have knowledge and understanding of the business side of nonprofit organizations, and have the organizational skills and ability to work with people, projects, and resources.
- Have bookkeeping experience.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing work processing, using accounting software, creating and using a spreadsheet, e-mailing, managing databases, and accessing the Internet. Experience in QuickBooks and Excel.

**Required Personal Qualities:** It is expected that this person will...

- Possess the necessary customer service and public relations skills to market the school to potential families and the general public.
- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.

**Essential Job Functions—**

- Supervise the school's business office. Have the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, make timely and difficult decisions, and communicate those decisions.
- Keep and/or oversee the maintenance of up-to-date and accurate computerized records for all financial transactions.
- Have the ability to accomplish the goals and objectives assigned.
- Organize and develop a records management system for the human resources aspects.
- Maintain all financial records and financial dealings of the school.
- Supervise all maintenance of appropriate financial records and procedures for any and all extracurricular activities as directed.
- Direct and manage all property or business donations to the school. Maintain an effective record and acknowledgement system of the donations in conjunction with the Development Office.
- Budgeting
- Provide bookkeeping services
- Oversee/manage/execute all disbursements and receipts, as well as accounts receivables and billings
- Manage all banking duties
- Provide required reporting
- Keep records current
- Manage and execute responsibilities related to human resources and benefits
- All miscellaneous duties as assigned.
- Maintain current First Aid, CPR, and AED Certifications.

**Compensation:**

- Salary based on experience and level of education; benefits

**To Apply:**

- Send cover letter, resume, references from last three jobs and a completed FFCS Staff Application to [apply@ffcs.org](mailto:apply@ffcs.org).
- No phone calls please.