

Director of Business & Finance

Job Description

Objective: The Director of Business & Finance (DBF) is responsible for management of the business, financial, and human resources 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 ten 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.
- 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, year-end reports, and coordinate work with third-party CPA firm for annual tax filings etc.
- Prepare annual budget
- Maintain accurate and continuous records of the financial position of the school using standard accounting practices. 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.
- Oversee all aspects of bookkeeping including general ledger and financial statement preparation.
- 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.
- Manage LCCS Scholarship Organization, including the filing of all applications and reports. Serve as the liaison to all scholarship agencies
- 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.
- Coordinate salary changes and oversee correct FLSA classification of jobs.
- Oversee the employee orientation process and document completion.
- 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 rsweigart@lccs.cc