Employment Opportunity at Kendall Christian School

BUSINESS MANAGER

Job Description:
Kendall Christian School is seeking to hire a highly qualified Business Manager for the current 2023-2024 school year.

KCS has approximately 90 employees and over 400 students. Our school offers exceptional instruction in core academics, along with a project-based approach to learning that fosters critical thinking, problem-solving, creativity and collaboration.

The Business Manager will be responsible for providing strategic financial leadership and ensuring the effective management of the school’s financial resources. The Business Manager will play a key role in guiding financial decision making, budgeting, financial reporting, and long-term financial planning to support the school’s mission and vision.

Job Requirements:
● Minimum of 3 years of Accounting/leadership experience
● Bachelor’s Degree, concentrating in Accounting, Finance or Business Administration
● Strong organizational, analytical, and detail skills, with attention to accuracy and deadlines
● Outstanding written and verbal communication skills,
● Demonstrate a mature personal Christian faith consistent with Kendall Christian School’s Statement of Faith including being a born again Christian, active Church member and exhibiting a close personal walk with Jesus Christ.
● Entrepreneurial spirit, flexibility, initiative and desire to work collaboratively with colleagues
● Ability to maintain an appropriate work/life balance.
● Demonstrate strong problem solving and conflict resolution skills.
● Knowledge of finance systems and excellent knowledge of Quick books, Excel and FACTS Management

Position Type, Salary Range and Benefits Info:
Full Time Position
12- Month Position (June - May)
70% of employee health care cost is paid by the employer
Up to 5% matched annually towards retirement fund
50% reduction in tuition for children of KCS employees

Contact Information:
Please email your resume to:

Mrs. Susie Fernandez
Human Resources
Kendall Christian School
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