

Employment Opportunity at Kendall Christian School

BUSINESS MANAGER/Financial Administrator

Job Description:

Kendall Christian School is seeking to hire a highly qualified Business Manager/Financial Administrator 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/Financial Administrator will be responsible for providing strategic financial leadership and ensuring the effective management of the school's financial resources. The Business Manager/Financial Administrator 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 5 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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Miami, FL 33156

Email: sfernandez@kendallchristian.com