



TIMOTHY

CHRISTIAN SCHOOL

Position Title:	Business Manager
Position Summary:	The Business Manager is a vital role at TCS. The person in this role manages the finances for the school as well as several operational activities.
Position Supervisor:	Superintendent
Position Responsibilities:	<ul style="list-style-type: none"> • Monitor accounting policies and procedures in accordance with GAAP standards. • Coordinate bookkeeping and financial analysis via QuickBooks • Reconciles bank accounts and general ledger accounts monthly. • Ongoing financial reporting and budget management to the Superintendent, Finance Committee, and Board of Trustees • Oversee information technology operations • Oversee all payroll, compensation and employee benefit matters • Maintain relationships with external auditors and investigate their findings and recommendations • Manage relationships with banks, insurance and retirement brokers, and other business office relationships • Understand and mitigate key elements of the school’s risk profile and maintain appropriate insurance coverage • Maintain systems to monitor and forecast cash balances • Oversee accounts payable and accounts receivable functions • Administer the Timothy Scholarship Fund • Assist with student registration administration • Coordinate State Funding and Grants • Supervise two business office staff
Position Qualifications:	<ul style="list-style-type: none"> • The Business Manager must have received Jesus Christ as his/her personal Savior and believe the Bible is God’s Word and standard for daily living. • The Business Manager shall support the doctrinal position of TCS and will abide by the Standard of Conduct. • The Business Manager shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation. • The Business Manager must hold a minimum of a Bachelor’s degree in accounting and five plus years of progressively responsible experience in accrual basis accounting. • Preference will be given to candidates with an MBA in Finance and the CPA or CMA designations. • Good communication skills, both verbal and written • Experience with Excel, Word, and QuickBooks

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“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

2Timothy 2:15