



Grand River Academy

3042 College Street • P.O. Box 222 • Austinburg OH 44010
 TEL. 440-275-2811 • FAX 440-275-1825 • www.grandriver.org

Grand River Academy is a college preparatory boarding and day school that helps young men activate their academic, emotional and social potential and prepares them for lifelong success. It is imperative that our administrators, faculty and staff embrace the commitment of the community aspect of our school to provide our students with the support that they need to succeed during their time at Grand River Academy and beyond.

Job Title	<i>Business Manager</i>
Reports to	<i>Head of School</i>

Job Purpose

To organize, control and direct the school's accounting and reporting system in conformance with Generally Accepted Accounting Principles and Board of Trustee policies. Coordinates employee compensation and benefits, payroll, federal and state reporting, etc.

Duties and responsibilities

Including, but not limited to:

- To develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- To oversee school business functions, including: tuition billing and collection, accounts payable, contracting, payroll, human resources, accounting and reporting, regulatory reporting and compliance, and other business administration activities
- To use standard accounting and bookkeeping procedures, to keep an accurate continuous record of the cash and financial position of the school and manage the financial operation of the school so that the institution remains financially stable.
- Assist the Head of School in administering the annual budget and multi-year forecasting process to align with the school's goals and mission and maintain account records related to the school's budget.
- To prepare a monthly operating statement for the Head of School.
- To provide a monthly report of expenditures for use of each individual budget center within the school.
- In conjunction with the Head of School, establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting early in the calendar year.
- To provide for the securing of an annual audit of the school's financial records and financial positions.
- To oversee all school purchasing, financial investments, banking activities, payroll and benefits program.
- To provide staff support, in conjunction with the Head of School, to the Finance Committee of the Board of Trustees.
- To manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- To oversee and coordinate the work of the secretarial staff and support staff.
- To ensure the effective management of the student center and the food-service operation and any other auxiliary enterprises of the school.
- To assist the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.
- To represent the school at various regional, state, and national associations relative to the role of being the business manager.
- To manage, mentor, and develop direct reports, providing constructive and timely feedback. Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.

- To remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.

Work Hours:

- 12-month salaried Administrative position

Qualifications

- A bachelor’s degree or higher, accounting or finance preferred
- Five years of experience in finance/accounting
- Proven success in a senior administrative role, preferably working with a board
- Demonstrated leadership qualities – organizing people and processes
- High ethical standards
- Excellent oral and written communication skills
- The ability to work collaboratively with coworkers and other school community members
- Keen analytical skills and a detail-oriented work style
- Proficiency in database management, Excel, PowerPoint, Word, Quickbooks and other computer skills, are required
- Ability to work in a fast-paced environment with multiple priorities and frequent deadlines
- Valid Ohio drivers license
- Successful completion of a background and drug screen

Working conditions

- May require weekend and evening work.

Signature: _____

Date: _____

Approved by:	<i>Reference Binder</i>
Date approved:	
Reviewed	