



TRINITY LUTHERAN SCHOOL

POSITION: Business Manager

JOB STATUS: Full Time Salaried with Benefits

JOB NARRATIVE: This position reports directly to the Head of School and provides support to the Administration and the TLS Board of Directors on all issues pertaining to the financial operation of the school.

JOB REQUIREMENTS: Excellent communication, administrative and interpersonal skills are required. A bachelor's degree in accounting with at least three years of financial management experience. Must be proficient in QuickBooks.

JOB DUTIES:

- Daily management of the school's finances. Maintains all accounting records and prepares financial statements. 65%
 1. Enters all financial data into Quickbooks. Designs and uses Excel spreadsheets to track various accounts.
 2. Accounts Payable: Enters bills, prints checks, reconciles statements, deals with vendors, and files all invoices. Assists all departments with procurement.
 3. Accounts Receivable: Sends invoices to parents. Tracks tuition payments, SMART accounts, and pledges receivable.
 4. Journal Entries: Prepares entries for deferred revenue, payroll, depreciation, expense allocation, prepaid expenses, reclassification of net assets, etc.
 5. Payroll: Maintains employee records. Monitors changes, additions, terminations, and deductions. Enters payroll using Quickbooks and reviews payroll for accuracy. Prepares year end 1099's for sub-contractors.
 6. Formulates yearly Financial Budget: Performs a needs assessment with all departments, obtains quotes, prepares and submits the budget with recommendations to the board of directors. Tracks departmental spending throughout the year.
 7. Prepares Financial Statements. Provides financial reports and projected cash flow spreadsheets to the board of directors.
 8. Audit. Works with auditors to reconcile books at year end. Prepares all reconciliations to back up entries. Prepares the government required Statement of Functional Expenses yearly.
 9. Fixed Asset Inventory: Adds new purchases to the inventory records. Maintains monthly depreciation spreadsheets.
 10. Performs all Bank and Account Reconciliations.
 11. Cost Accounting: Allocates all expenses to departments. Tracks detailed spending and revenue for fundraising events, academic expenses, and the school store.
 12. Management of cash flows. Assesses cash needs and works with the investment company to transfer funds into and out of the investments accounts.
 13. Prepares an IRS 5500 yearly for the Premium Only Plan and the 403B plan.
 14. Manages Petty Cash and the school Credit Cards.
 15. Prepares state report and pays Sales Taxes monthly.
 16. Tracks Inventory and sales for the School Store.
 17. Maintains Business Office archives.



TRINITY LUTHERAN SCHOOL

- Manages Human Resources. 25%
 1. Prepares Employee Contracts.
 2. Benefits Coordination: Councils employees on health insurance, 403B and POP plans. Adds and deletes employees to policies as needed. Prepares COBRA applications for terminating employees and tracks payments. Collects employee timesheets and tracks leave time.
 3. 403B Plan Administrator: Withholds employee contributions and forwards to the investment company. Prepares retirement reports and submits monthly contributions.
 4. Helps new employees with W4's, I9's, direct deposit, fingerprinting and state withholding forms.
 5. Provides updates to the Faculty/ Staff handbook as needed.
 6. Maintains an Employee Information database which includes personal information, hire dates, deductions, and retirement information.
 7. Maintains Employee Files which contain resumes, contracts, health insurance applications, government forms, and disciplinary and termination records.
 8. Interfaces with government agencies on issues of Unemployment, etc.
 9. Stays abreast of additions or changes to labor laws and regulations.
 10. Withholds and forwards employee garnishments and child support.

- Miscellaneous Duties 10%
 1. Prepares Government reports and applications. Virginia Solicitations of Contributions, Unemployment, Sales tax exemptions, corporate filing and yearly registration, business accounts, sales tax collection, etc.
 2. Meets with the Head of School as needed.
 3. Helps within the TLS Main Office as needed.
 4. Enters Student Re-enrollment agreements into Smart Tuition. Tracks payments, contracts, and enrollment status in student information system (Big SIS).
 5. Communicates with all departments, the Head of School and the Board of Directors on a continuing basis to ensure a proactive approach to all financial issues pertaining to the school.
 6. Scholarship Committee: Sends out information and applications to parents. Determines the "Estimated Family Contribution" amount for each applicant. Allocates available funds. Follows-up with award letters and contracts.
 7. Develops and maintains forms for all interactions with the Business Office.
 8. Finance Committee member. Keeps Board informed of all financial activities. Assists in developing and implementing new financial policies. Attends all Finance Committee meetings.