

## **Business Administrator**

Reporting to and in partnership with the Administrator, the Development Director will spearhead development efforts as Faith Christian School continues to grow. This is a relatively new position in the organization, thus the Director will have the opportunity to build the development program of the school.

Reporting to and in partnership with the Administrator, the Business Administrator (BA) will oversee the business operations of Faith Christian School. This is a relatively new position in the organization, thus the BA will have the opportunity to define and refine the duties of this position.

## **Responsibilities for Business Administrator**

- **Oversee all financial aspects of the School**
  - Corporate and tax documents prepared
  - Oversee bi-annual financial review
  - Prepare overall School budget for board approval
  - Prepare annual teacher contracts for review and distribution
  - Oversee the process of tuition collection
  - Procurement of supplies and resources for the operation of the school
  - Serve as primary contact for vendor relationship management
  - Oversight of the bookkeeper
- **Human Resources**
  - New employee background checks, documents, and orientation
  - School Representative for
    - School liability insurance
    - Staff health, life, disability, AFLAC
  - Ongoing review and update of HR policy and procedures to comply with Federal and State laws
- **Office Manager**
  - Ensure smooth operation of the office
  - Oversight of office staff
  - Office staff support as needed

## **Qualifications for Business Director**

- Must be a Christian with a consistent testimony among his/her family, peers, and students
- Bachelor's in business or equivalent experience
- Ability to manage multiple projects at once
- Ability to communicate effectively in speech and writing
- A customer focused attitude
- Must have and maintain a valid level one IVP fingerprint card
- Strong drive for results
- Ability to collaborate with cross-functional team members such as Development Director, Director of Marketing
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions
- Ability to establish and maintain effective and appropriate relationships with outside vendors and businesses

## **Physical Requirements**

- Must be able to work a flexible schedule including occasional weekends and evenings
- Must be able to work during prolonged periods of standing and sitting
- Must be able to lift up to 25 pounds at a time

## **Compensation**

Salary range is \$38,000-50,000 per year full-time and is commensurate with education and experience. Employee and family medical plan is offered with full-time position.

## **Background Check Statement**

Faith Christian School conducts pre-employment screening for all position which includes a criminal background check, verification of work history, academic credential, licenses, and certifications.

## **To Apply**

Complete and submit the Staff (Non-Teaching) Application [available on our website](#) and include all necessary documents.