



Bayshore

CHRISTIAN SCHOOL

Business Manager

12-Month Employee:	Salary
School Year Hours:	8:00am-4:00pm
Summer Hours:	To be Determined
Direct Report:	Head of School

Job Description: The Business Manager oversees a company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and recording payments and adjustments. Additionally, they assist with HR onboarding process as part of their role.

Job Responsibilities:

- Perform day-to-day bookkeeping tasks, including recording financial transactions, maintaining general ledgers, and preparing financial statement
- Conduct financial analysis and forecasting to support decision-making processes
- Reconcile accounts and resolve any discrepancies or issues
- Reconcile credit cards and collaborate with staff to complete the process
- Manage accounts payable and accounts receivable processes
- Assist with budgeting and financial planning activities
- Utilize accounting software such as Sage, Xero, or QuickBooks to maintain accurate financial records
- Prepare and submit tax forms and reports as required
- Collaborate with other departments to ensure accurate and timely financial reporting
- Provide support for audits and assist in the preparation of audit schedules
- Maintain confidentiality of financial information
- Assisting with HR on boarding-processes

Live the Biblical Characteristics of Professional Excellence of Bayshore Christian School

Minimum Qualifications/Training and Experience

The business manager has a minimum of a bachelor's degree
Proficiency in using accounting software such as Sage, Xero, or QuickBooks
Strong knowledge of bookkeeping principles and practices
Excellent attention to detail and accuracy in data entry and record keeping
Solid understanding of financial analysis and forecasting techniques
Familiarity with account reconciliation processes

Ability to analyze financial data and generate reports
Strong organizational skills and ability to prioritize tasks effectively
Preferred minimum of three years of experience - not required.

Professional Behavior:

The business manager is an evangelical, born-again Christian.
The business manager will regularly attend an evangelical, Christian church for spiritual growth.
The business manager will adhere to Bayshore Christian School’s Faculty and Staff Handbook.

Mission and Vision:

The philosophy of Bayshore Christian School underlies the development and maintenance of the school’s entire program. This philosophy encapsulates our motto, vision, mission, and core values.

MOTTO

“We are Bayshore: Scholars, Leaders, Faith Warriors”

VISION

Shaping young people in Christ to make an impact in the world.

MISSION

Bayshore Christian School challenges, develops, and empowers students for leadership by following the example of Jesus to “grow in wisdom, stature, and in favor with God and man.”
Luke 2:52

Statement of Faith

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the Statement of Faith accurately represents the teachings of the Bible and therefore, is binding upon all teachers.

- We believe in God, the creator of heaven and earth.
- We believe God created male and female in His image.
- We believe God consecrated marriage as the union of a man and a woman.
- We believe in the trinity: God the Father Almighty, Jesus Christ, his only Son, and the Holy Spirit.
- We believe that Jesus is Lord; that he is divine, that he is God.
- We believe that Jesus was conceived by the Holy Spirit.

- We believe that Jesus was born of a virgin.
- We believe that Jesus atoned for the sins of all mankind when he was crucified.
- We believe that Jesus died and was buried.
- We believe that Jesus was resurrected from death and is alive today.
- We believe that Jesus sits at the right hand of the God the Father Almighty.
- We believe that Jesus will return to this earth to judge all mankind.
- We believe in everlasting life.
- We believe in the Bible as the inspired word of God, inerrant and true.

This job description does not list all the duties of the job. The candidate will also be expected to assist in all-campus activities including but not limited to: Open Campus, Annual Fund, Fun Run, Christmas Musical, Spring Gala

Bayshore Christian School reserves the right to revise this job description at any time.

Above all else, he/she can support and uphold the Head of School and the Administration in all endeavors and presents a united front to students, teachers, staff, Trustees, and all constituents.

Contact Person: Please email a resume and letter of interest to Head of School, Melanie Humenansky at mhumenansky@bayshorechristianschool.org Please include any experience you may have in the area of marketing and communications, coaching, and/or sponsoring extra-curricular activities.