

**Alexandria Country Day School
ACDS Business Manager
Job Description**

QUALIFICATIONS: Bachelor's Degree in Accounting or Business Management with five years of experience in the accounting or management field and experience to perform at this level. Applicant should also have two to five years of experience in Human Resources, payroll, compensation, or benefits. Applicant must possess strong Excel and time management skills and have hands-on experience working in QuickBooks or similar accounting software. As position interfaces with all ACDS stakeholders, strong verbal and written communication abilities are a must.

REPORTS TO: Head of School

POSITION SUMMARY: Performs all accounting functions necessary to ensure the sound financial management of the school. Responsible for providing information necessary for the timely and accurate completion of monthly financial statements, information, and analysis to management. Responsible for administration of benefits and compensation programs for school and ensuring that benefits and compensation are consistently administered in compliance with school policies and regulatory requirements.

GOAL: To establish processes and procedures that develop, achieve, and maintain good educational programs and services at ACDS. Deliver services in a manner which earns the confidence and trust of all ACDS constituents including faculty, staff, parents, donors, strategic partners and vendors.

PRINCIPAL RESPONSIBILITIES:

Accounting/Financial

- Daily
 - Accounts Payable – review, reconcile and code
 - Accounts Receivable – review, post, code, deposit
 - Accounts Receivable – facilitate account drafts as required
- Weekly
 - Reconcile balance sheets for clubs, school organizations, etc.
 - Print checks for signature
- Monthly
 - Review and submit payroll data to third party for timely processing
 - Review and submit required financial data to third party for timely preparation of monthly financials
 - Timely reporting of activities related to Bingo operations

Quarterly/Semi-Annual/Annual

- Timely completion of Required Services and other industry/regulatory reporting
- Preparation and information gathering as required by Board and Management for annual budget or as needed for mid-year reviews
- Preparation and information gathering as required for annual audit
- Other
 - Staff and support ACDS special events including preparing cash drawer, providing electronic payment options, reconciling event finances, etc.
 - Establish and effectively communicate policies and procedures to ensure services delivered in a timely and professional manner.
 - Research and incorporate technology solutions to improve operational efficiency

Human Resources

- Gather and process employment data for all existing and new employees
- Ensure employees have timely and accurate information regarding all benefit programs
- Serve as point of contact for all benefit-related questions
- Work with third party payroll provider to ensure accurate and timely posting of all retirement benefits
- Stay current and keep employees apprised of changes in benefits and laws that may impact the school community

School Services

- Responsible for review and implementation of all insurance policies related to the school
- Responsible for maintenance and review of service contracts
- Responsible for oversight of school food service program
- Responsible for oversight and management of buildings and grounds expenditures including any campus improvements and/or construction
- Any other duties as assigned by the Head of School or the Treasurer of the Board of Trustees

PERFORMANCE RESPONSIBILITIES:

Leadership:

1. To work closely under the direction of the Head of School, Treasurer of the Board of Trustees, Finance Committee, and Board of Trustees to insure Alexandria Country Day School, (ACDS), adheres to appropriate internal controls, follows all financial and accounting standards as related to school operations and nonprofit operations, and follows the accounting procedures and guidelines approved by the Board of Trustees
2. To prioritize and work under deadline pressures

Vision:

1. To work collaboratively in a professional and courteous manner, with the Head of School, Board of Trustees, and designated staff to handle the financial bookkeeping responsibilities of ACDS
2. To follow all accounting procedures set by the Board of Trustees Finance Committee
3. To maintain a positive attitude and recognize that accounting guidelines constantly change and require flexibility and responsiveness
4. To create a financial culture that is based on the highest level of transparency, honesty, and confidentiality

School/Community Relations:

1. To work with auditors and other outside advisors in a professional and courteous manner
2. To communicate effectively with stakeholders through a variety of methods regarding accounting issues such as tuition, payment plans, bills, tax records, etc.

Professional Development:

1. Attend trainings, conferences, and take advantage of webinars in order to stay abreast of accounting requirements and best practices for independent schools and nonprofit organizations
2. Attend board committee meetings as needed, office staff meetings, and all Finance Committee meetings to stay informed

Professional Ethics:

1. To model professional and ethical behavior at both the school and community levels
2. To respect the rights and dignities of others
3. To accept responsibility for his/her own decisions and actions
4. To utilize available resources to achieve the financial reporting goals of ACDS