



## **Flagstaff Christian School**

### **Business/Finance Department Opening**

**TITLE:** Business Manager

**JOB SUMMARY:** The Business Manager plays a key leadership role in overseeing the financial and operational functions of the school. This position ensures effective management of the school's budget, resources, and administrative systems to support its mission and educational goals. Email application and resume to [ruddell@flagchristian.org](mailto:ruddell@flagchristian.org)

**QUALIFICATIONS:**

1. Personal relationship with Christ and demonstrates Spiritual Leadership as outlined below.
2. Minimum Bachelor's in Business Administration, Accounting, Finance, or related field from an accredited University.
3. Knowledgeable and experienced with Quickbooks Online and Excel Spreadsheets.
4. Knowledge of STOs and ESAs is a plus.
5. Willing to complete ACSI certifications as required by ACSI.
65. Will pass a criminal background check.

**REPORTS TO:** Head of School

**SUPERVISES:** Finance Manager and Tuition Accounts Manager

**TERMS OF EMPLOYMENT:** Immediate start date, 12-month term. Reduced and Flexible Summer Hours. No school Fridays, reduced and flexible hours\* from Nov 27, 2025- January 4, 2026 (\*must complete necessary business operations, but some remote work is possible).

**EVALUATION:** Job performance will be evaluated through observation, formal, and informal evaluations.

**SALARY:** Salary based upon experience. Medical, dental, vision, and life insurance offered. Tuition discounts.

## **Job Responsibilities:**

### **1. Spiritual Leadership**

- a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.
- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.
- d. Faculty and staff are expected to uphold the FCS Doctrinal Statement and Position on Critical Issues. We are to promote the unity of the believers and avoid denominational issues.

### **2. Team Member (these are flexible and depend on experience, a more formal and adjusted job duties will be completed after hire) could include, but is not limited to:**

- a. Supervises the management of the financial affairs of FCS.
- b. Initiates and prepares, in conjunction with the Head of School, the annual budget for board approval.
- c. Responds to all questions relating to business and financial affairs.
- d. Orders all supplies that are school related in a fiscally responsible manner.
- e. Administers a budget control system for FCS. Appraises the Head of School of the current financial status and current budget line balances.
- f. Maintain record detail of school financial transactions through use of reimbursements, invoices, and billing statements.
- g. Assumes responsibility for insurance records and insurance accounting.
- h. Cross-trains to acquire a working knowledge of the other office personnel's duties.
- i. Responds to Board Member requests for information between board meetings.
- j. Maintain current grant reporting requirements, coordinate and report grant expenditures and revenues.
- k. Manage risk assessments and ensure the school has appropriate insurance coverage.
- l. Support recruitment, onboarding, and performance management of support staff.
- m. Ensure compliance with employment laws and maintain HR records.
- n. Ensure timely completion of all statutory reporting requirements (e.g., audits, tax filings).
- o. Ensure Insurance is up to date and FCS is complying with applicable laws.
- p. Run Open Enrollment and Insurance onboarding.
- q. Maintain knowledge of educational and financial policies that affect school operations.

- r. Demonstrates respect for each individual family, facilitates opportunities for development of spiritual and academic growth from a Christ centered Biblical worldview.
- s. Develop and implement a plan for continued professional development.
- t. Shows evidence of an ongoing self-evaluation plan which provides ongoing feedback for continued development of business office abilities.
- u. Maintain accurate, complete, and correct records as required by law, school policy and administrative regulations.
- v. Create and amend policies and procedures regarding the Business Office.
- w. Understand and be able to implement all building emergency procedures.
- x. Perform additional duties as requested.

### **3. Communication**

- a. Communicate with teachers and Principals on budget and allowable expenditures.
- b. Ensure curriculum is ordered and counts are maintained in an organized and easily accessible manner.
- c. Develop and maintain effective communication with administrative personnel and co-workers.
- d. Facilitate positive parent-school interactions through appropriate communication with parents to include conferences, telephone calls, explanations of ESA/STOs.

### **4. K-12 Events**

- a. Attends and participates in faculty/staff meetings as requested by the Principal and or Head of School.
- b. Attends K-12 school events as needed to offer financial assistance.
- c. Attendance at professional development times, Student Support Team (SST) meetings, Parent Teacher Conferences, Open Houses, Orientations, Back to School Nights, and other similar activities is required.