



**Position: Business Office Manager**

**Employment Type:** Full Time Working Hours

- Monday - Thursday, 7:45 AM to 3:30PM
- Friday, 7:45 AM – 12:30 PM

**About Us:** Berean Christian Academy is a classical Christian school dedicated to providing a high-quality, biblically-based education to students in a nurturing environment. Located in Katy, TX, we strive to foster academic excellence and spiritual growth, cultivating a love for learning and a commitment to Christian values.

**Position Overview:** The Business Office Manager is responsible for overseeing the daily operations of the business office, ensuring the efficient management of financial processes, administrative tasks, and supporting the school's overall mission. This role requires a detail-oriented and organized individual with strong financial acumen and excellent interpersonal skills. The Business Office Manager is a competent leader who helps guide the ministry's services and programs toward fiscal responsibility and sustainable development.

**Key Responsibilities:**

**1. Financial Management:**

- Oversee and manage all financial operations including accounts payable/receivable, payroll, budgeting, and financial reporting.
- Prepare monthly, quarterly, and annual financial reports for review by the Head of School and Board of Directors.
- Monitor and reconcile bank statements and financial discrepancies.
- Maintain FACTS customer accounts - invoicing for tuition and fees and incidental fees
- Oversee FACTS Grant and Aid for families
- Assist in supporting donations and donor receipts
- Help track income and expenses for various funds.

**2. Administrative Duties:**

- Maintain and update financial records and documentation.
- Manage and process tuition payments, financial aid, and scholarships.
- Ensure compliance with financial regulations and school policies.
- Obtain insurance quotes and work with insurance broker in providing needed documentation to maintain coverages.

**3. Human Resources Support:**

- Assist with payroll processing and employee records in ADP.
- Support recruitment, onboarding, and training of administrative and support staff.

- Process (collect & scan) tax documentation, such as W4s, I-9s, &1099s, in accordance with legal requirements
- Conduct background searches for inbound employment candidates and volunteers.
- Complete Verification of Employment documentation.

**4. Operational Oversight:**

- Coordinate with vendors and service providers to ensure timely and cost-effective delivery of services and supplies.
- Facilitate insurance on motor vehicles along with acquiring motor vehicle registration & tags

**5. Communication and Support:**

- Serve as the primary contact for financial inquiries from parents, staff, and vendors.
- Provide administrative support to the Head of School and other school leaders as needed.

**6. Compliance and Policy Adherence:**

- Ensure adherence to all applicable federal, state, and local regulations.
- Develop and implement financial policies and procedures to enhance operational efficiency.

**7. Additional Duties:**

- Provide support for special projects and events as needed.
- Maintain confidentiality and handle sensitive information with discretion.
- Collaborate with other staff members to ensure the smooth operation of the school.

**Qualifications:**

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field.
- Proven experience (3-5 years) in a financial or business management role, preferably in an educational setting.
- Strong knowledge of accounting principles and financial regulations.
- Proficient in financial software and Google Workspace.
- Excellent organizational, analytical, and problem-solving skills.
- Strong interpersonal and communication skills, with the ability to interact effectively with staff, parents, and vendors.
- Must be a Christian and committed to upholding the values and mission of Berean Christian Academy.

**Preferred Qualifications:**

- Experience in a classical or Christian educational environment.
- Familiarity with FACTS and student information systems.
- Experience with Quickbooks and bookkeeping software.