

Position Description

Grace Christian School Business Manager (Full-time)

Organization

Grace Christian School is a ministry of Anchorage Grace Church and educates grades K-12 students in the context of Christian values; so that they will live Godly lives in service to others. Grace was founded in Anchorage, Alaska in 1980 and has a strong tradition of achievement in a rigorous Christian college prep environment. Grace holds dual accreditation through the Association of Christian Schools International and the Northwest Accreditation Commission. For more information, please visit <http://gracechristianalaska.org/>.

Position

The Business Manager will report directly to the Superintendent and will work closely with the Anchorage Grace Church Director of Finance. This position will lead internal processes to support the following areas: financial reporting, business planning and budgeting.

The Business Manager will partner with the administration in strategic decision making and operations as Grace Christian School continues to enhance its quality programming and build capacity. Additional partnerships will be necessary throughout the school to embed successful reporting, planning, and budgeting processes. There is opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact, Christian educational organization.

Responsibilities

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; partner with the AGC Business Office charged with the accounting function for both GCS and AGC that will underpin all reporting.
- Assist with and track fund-raising activities
- Support internal working relationship standardizing workflows, internal controls, and policies in tandem with Finance Director into and out of AGC Business office that support the reporting requirement of GCS. ● Coordinate and lead the annual GCS audit process, liaise with external auditors, the AGC business office and the finance committee of the school board; assess any changes necessary.
- Develop, oversee, and lead annual budgeting and planning process under the supervision of the Superintendent; administer and review all financial plans and budgets; monitor progress and changes and keep the Superintendent and GCS Board abreast of the organization's financial status.
- Maintain a robust tuition management and financial reporting system; ensure that the tuition billing and collection schedule is adhered to with status updates to the School Board, and that financial data and cash flow are steady and support operational requirements.
- Update, review and implement GCS related business policies and accounting practices within GCS. ● Effectively communicate and present the critical financial matters to the Superintendent and School Board. ● Develop performance reporting metrics for all departments of the school tracking cost per student, contributions per family, monthly enrollment comparing prior year & current year progress against specific goals. Develop other metrics as identified by the Superintendent and School Board. Summarize these metrics in a 'Dashboard' format for each board meeting.
- Other duties as assigned related to financial reporting, business planning and budgeting in support of Grace Christian School.

Qualifications

- Agreement with the Grace Christian School statement of faith and personal qualities of integrity, credibility, and dedication to the mission of Grace Christian School
- Minimum of a B.A., MBA/CPA or related degree preferred
- At least 5-7 years of overall professional experience preferred; ideally 6+ years of broad financial and operations accounting, and management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment