



Job Description

Job Title: Business Manager
Reports to: Executive Director
Job Purpose: To manage the finance and HR functions in alignment with our mission and goals
Location: The position will be a combination of in-person and remote work

Qualifications:

1. **Education:** A Bachelor's Degree from an accredited college (accounting or finance preferred).
2. **Experience:** At least three years of experience in a responsible financial administrative position of a similar organization (non-profit preferred), including accounting, budgeting, human resources and business matters oversight.
3. **Skills and Abilities:** Track record of strong people and organizational skills who is flexible, a self-starter, and able to multi-task. Skilled in technology and programs needed to fulfill this position.
4. **Christian Faith:** Aligns with the Cornerstone statement of faith and is a member of a Christian church with concurrent theology

Duties and Responsibilities:

1. **Financial**
 - a. **Accounting System management:** Maintaining the complete accounting system with monthly reconciliations, financial statements, and reporting. Ensures proper financial procedures and controls in alignment with policies and audit requirements
 - b. **Cash Receipts:** Oversees the collection of all receipts, including accounts receivable, parent tuition and fees, donations and other revenues. Communicates with leadership staff and parents regarding account setup, payments and delinquent accounts. Coordinates with ED on tuition contracts and tuition assistance process.
 - c. **Accounts Payable:** Coordinate with vendors, manage vendor contracts, and document and process payments on a weekly schedule as determined with Executive Director.
 - d. **Budget/Cash Flow Projections:** Work with ED to develop annual budget and cash flow, and review monthly.
 - e. **Annual Audit:** Serve as liaison with auditors and Cornerstone. Prepare audit work papers ensure 990 is completed and filed after audit.
 - f. **Opportunity Scholarship Program (OSP):** Oversees the OSP program and manages communications process with parents and Serving Our Children, who manages OSP.
2. **Business Management**
 - a. **Payroll:** Process employee payroll semi-monthly, and ensure taxes are paid and tax reports are filed timely. Maintain employee leave balances.
 - b. **Banking:** Manage relationship with banking institution.
 - c. **Insurance:** Ensure that Cornerstone has the best coverage for our needs and serve as liaison with insurance company and school on all claims or questions.
 - d. **Human Resources:** Serve as the HR Manager to maintain employee handbook, manage employee benefits, issue employee contracts, and ensure all laws are being followed and personnel files are in compliance, including background checks.
 - e. **Taxes/Filings:** Ensures that all required tax and annual filings are completed
 - h. **Records:** Maintain records and files according to Record Retention Policy.