



## **JOB DESCRIPTION**

### **Position: Director of Business Operations**

### **Responsible to: Head of School**

**General Responsibilities:** The Director of Business Operations is responsible for directing and overseeing the business functions and services of the school. The Director of Business Operations is a member of the Leadership Team and will provide input into school wide decisions.

### **Specific Responsibilities:**

- Use generally accepted accounting principles to keep an accurate continuous record of the cash and financial position of the school and manage the financial operation of the school
- Prepare a monthly financial report package for the Head of School and the Finance Committee of the Board of Trustees
- Work with the Head of School to prepare the annual budget
- Support budget owners in the development and tracking of their annual budgets
- Coordinate with an external company for an annual audit
- Oversee all school purchasing, financial investments, banking activities, human resources and benefits program
- Oversee the support and IT staff
- Maintain appropriate levels of insurance to cover the liability of the school
- Represent the school to external transportation, food service and security companies
- Assist the Head of School with decisions regarding salaries and benefits for all personnel
- Represent the school at various regional, state, and national associations relative to the role of Business Manager
- Manage the financial portion of the Memorandum of Understanding with the First Presbyterian Church of Orlando
- Chair the Financial Assistance Committee and manage all financial assistance offers, awards and grants
- Perform other duties as assigned by the Head of School

### **Required Qualifications:**

- Professes a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Align with the school's defining characteristics
- Bachelor's degree in field related to finance or business (Master's degree preferred)
- Professional experience developing budgets and financial statements in an organization with a multimillion dollar annual budget.
- High proficiency with technology
- Detail-oriented
- Eager to collaborate with the Leadership team