

Operations, Information and Business Manager

The Operations, Information and Business Manager directly reports to the Head of School and collaborates to manage all daily operations including human relations, financial accounting, fundraising and facilities. Critical to this work is the software capabilities of our Blackbaud School Management Software, which will be a primary tool for the Business Manager's responsibilities.

Position Requirements:

- HR experience.
- Working knowledge of school structures and educational settings.
- Outstanding knowledge and understanding of GAAP.
- Proficiency with QuickBooks, Excel and accounting programs.
- Background coordinating with I.T. staff to manage and/or upgrade accounting systems. Systems implementation experience strongly preferred.
- Excellent communication and presentation skills.
- Demonstrated leadership ability, confidence and executive presence – ability to engage staff.
- Proven analytical, reasoning and problem-solving skills.
- Approachable professional demeanor, with a willingness to remain flexible to help in a variety of ways in our early childhood setting.
- Significant experience working with external auditors, internal controls and compliance-related issues.

Operations Responsibilities:

- Oversee the daily business operations of the school.
- Communicate, engage and interact with HOS, Board of Trustees, parent volunteers, church staff, parents and school staff.
- Empower the staff with the resources they need to evaluate benefits options via thorough communication and guidance throughout the process.
- Positively represent the school at all times through an approachable professional demeanor.
- Coordinate and oversee all inspections and facility maintenance.
- Schedule and collaborate with all outside vendors, including photographer, speech/vision screening service, food vendors, enrichment vendors and janitorial vendors.
- Collaborate with Parent Volunteers on all school and fundraising events.
- Execute data management in fundraising software.

Financial Responsibilities:

Strategy, Planning and Management

- Assess and evaluate financial performance of organization with regard to short-term and long-term operational goals, budgets and forecasts.
- Provide insight and recommendations to both short-term and long-term growth plan of organization.

- Identify, acquire and implement systems and software to provide critical financial and operational information. Evaluate operations and make suggestions for automating processes and increasing working efficiency.
- As needed, select and engage consultants, auditors and experts.
- As needed, research, engage and review financial or accounting experts and payroll companies as required.
- Serve as a key member of the BOT Finance Committee.
- Implement policies, procedures and processes as deemed appropriate by HOS and Board of Trustees.

Financial Analysis, Budgeting and Forecasting

- Manage financial planning. Supervise creation of reports, software implementation and tools for budgeting and forecasting.
- Develop and maintain monthly operating budget and annual school operating budget.
- Prepare and present HOS and BOT monthly financial budgeting reports including monthly profit and loss, forecast vs. budget. Provide recommendations.
- Identify, develop and execute analysis of business initiatives, new offerings and sales of goods.

Accounting, General Ledger, Human Resources and other Administration

- Maintain proper functioning of all systems, databases and financial software. Provide regular maintenance and backup of all accounting systems and supervise Parent Council Treasurer responsibilities.
- Review and ensure application of appropriate internal controls, and financial procedures.
- Ensure timeliness and accuracy of financial and management reporting data for school's Board of Trustees.
- Prepare and circulate weekly, monthly and annual financial statements.
- Prepare timely filing of all local, state, federal and employment taxes and/or reporting thereof.
- Review and stay current on Human Resources practices to ensure appropriate legal compliance.
- Execute all transferring of funds and accounting for payments submitted via Smart Tuition.
- Enhance and implement financial and accounting systems, processes, tools and control systems.
- Manage preparation and support of all external audits.

Financial Management

- Manage cash flow planning process and ensure funds availability.
- Oversee cash, investments and asset management area.
- Explore new investment/fundraising opportunities and provide recommendations on potential returns and risks.

- Maintain outstanding banking relationships and strategic alliances with vendors, other Episcopal schools, St. Matthew's Church, The Diocese of Texas, accrediting organizations and other collaborative partners.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the organization's plans and operating budgets.

Financial Relations and Policies

- Represent school to banks, financial partners, institutions, investors, public auditors and officials.
- Remain current on audit best practices, accrediting agency standards and state, federal and local laws regarding school operations.