



**Job Title:** Business Manager

**Reports to:** Chief Business Officer

**Supervises:** None

**Character Qualities**

- Personal faith in Jesus Christ defines and informs all aspects of life
- Remains in good standing with a local church
- Consistently models humility, grace, strength of character, and the fruit of the Spirit
- Intentionally pursues community and develops genuine relationships with students, parents, and staff
- Seeks ongoing personal development
- Maintains a personal appearance that is professional and modest

**Relational Qualities**

- Possesses good people skills and communicates effectively using acceptable English in written and oral communication; speaks with clear articulation
- Respectfully submits and is loyal to constituted authority
- Has the ability to delegate and follow-up
- Consistently gives and receives feedback
- Is able to diffuse difficult situations, solve problems, and respect confidentiality
- Visible on campus and at school activities; recognizes the sensitive nature of his/her presence
- Acts objectively when own children are attending VPA

**Role Specific Responsibilities**

- Records all financial transactions in QBO
- Exercises judgment in making sound decisions for the schools finances
- Uses Google Suite to track income and expenses for various projects
- Runs payroll monthly and biweekly
- Pays federal and state taxes on time
- Submits tax reports to various agencies
- Applies for and manages paperwork associated with receiving grants
- Donor relations- gift receipts, tax receipts, thank you notes
- Prepares and records bank deposits
- Provides documents to outside parties
- Writes checks for payment of bills
- Prepares invoices for tuition and fees
- Records payments from portal and FACTS
- Manages A/R and A/P
- Records journal entries
- Keeps administration/teachers advised of budget balances
- Maintains and respects confidentiality of students and office information
- Work side-by-side with our Office Manager in the Front Office



- Other duties as assigned by the Chief Business Officer
- Tracking hours for hourly employees
- Schedule, order and manage hot lunches for students on Fridays
- Request background checks on new employees, volunteers, subs, coaches, etc.
- Is present and participates in Valor special events, including but not limited to the Christmas Program, interest meetings, Grandparent's Day, athletic events, and other whole school events
- Prepare all employee contracts to ensure employees sign in a timely manner.
- Work on donor relations, not limited to events, and donor gifts.