



FOUNDED 1970

THE **NEW** SCHOOL
MONTESSORI

11.9.20

Position: Business Manager

The New School Montessori

3 Burton Woods Lane

Cincinnati, OH

45229

Jeff.g@newschoolmontessori.com

The New School Montessori is a non-profit independent school in Cincinnati, Ohio. For 50 years we have been providing a caring and joyous learning environment for children ages 3 – 12. Our beautiful campus, loving community, and competitive staff salaries makes The New School Montessori an ideal place to work.

We are looking for Business Manager to start immediately.

Primary duties/tasks/responsibilities

- Responsible for tuition set up and billing.
- Responsible for all accounts payable/receivable
- Manage deposits and banking accounts
- Payroll input
- Participate in training and onboarding new staff
- Manage Health Insurance for staff, 403b, and the school's commercial insurance.
- Ensure compliance to safety and health policies of the school.
- Works with accountant on Audits/Reviews/990/5500/OH Annual Report filings
- Works with the Board of Trustee Finance Committee and Head of School to create and manage annual budgets
- Manages/tracks fundraising efforts
- Handle school contracts and supplies; order for supplies and goods and services needed by the school with assistance from our Facilities Manager
- Offer support to Head of School in administrative and leadership duties
- Responsible for managing records of staff personnel

- Prepare financial reports
- Manage state/federal funding

Requirements

- Bachelor's degree in a relevant field (accounting, finance, non-profit administration, etc)
- Strong math skills with the ability to manage and develop a budget.
- Able to identify priorities when developing budgets.
- Strong communication skills
- Strong organization and time management skills to meet deadlines.
- Problem-solving skills to that they can develop solutions to budgetary issues and matters related to operating a school facility.

Strongly Preferred Skills

- QuickBooks Online experience
- Excel experience
- Google Office Suite experience
- Working in a non-profit
- FACTS experience

Salary/Benefits

- We offer a competitive salary in accordance with our accrediting agencies (Ohio Association of Independent Schools, Independent Schools of Associated Central States, and the American Montessori Society)
- Health/Vision/Dental/Life Insurance
- Employer contribution to 403b
- Professional Development opportunities
- Some flexibility to work schedule
- Sick/Personal leave
- Vacation

How to Apply

- A cover letter expressing interest in the position
- A current resume including two references
- Email to: Jeff.g@newschoolmontessori.com