

Business Manager Job Description

POSITION OVERVIEW

Columbus Jewish Day School (CJDS) is actively seeking a Business Manager to be responsible for overseeing the school's business and financial activities, including processes and recordkeeping. This full-time, year round role supports CJDS in its mission to provide quality education to many families across the Columbus community while working collaboratively in a small business environment.

This position is responsible for managing financial transactions at the school, accounts receivable and payable, bank statement reconciliation, and related tasks. In addition, they will prepare monthly reports for the CJDS board, lead the financial aid, tax credit, and scholarship processes and be the main day-to-day business contact for the school. This individual will report to the Head of School and work cooperatively with the Senior Leadership Team.

SPECIFIC RESPONSIBILITIES

Responsibilities include but are not limited to:

- Supervise the financial aspects of the school
 - Directly responsible for accounts payable, receivable tracking, and daily bookkeeping activity (CJDS uses Quickbooks)
 - Work with outside accounting firm, as appropriate, on a quarterly and annual basis
 - Manage process and communication regarding tuition, grants from foundations, and OASIS Tax credits
 - Prepare monthly operating statement for HOS and Board
 - Oversee all school purchasing, financial investments together with Board and HOS, banking activities, payroll and benefit programs
- Centralize Key CJDS Business Processes and activities
 - Own the annual school budgeting process and timeline in conjunction with the Board Treasurer and Head of School
 - Be responsible for implementing and documenting the financial aid process (FACTS) and providing timely responses to parents
 - Support some HR / Benefits activities including tracking time off and 'timesheets' for employees.
 - Oversee retirement accounts and benefits set up, payments, implementation, and communication
 - Manage Donation Platforms (Donorbox, SquareSpace, OneCause) and donor communication.
 - Support endowment and donation activities as appropriate.
- Actively and collaboratively participate in life of School and community and be seen as a positive ambassador for the school and support the school culture.
- Maintain confidentiality with regard to family and staff financial transaction
- Perform other duties as assigned by Head of School consistent with responsibilities of a Business Manager

Requirements

- Strong organizational skills & attention to detail required
- Ability to communicate with others effectively
- 3+ years of professional experience performing related activities required
- The CJDS Business Manager role is in-person at the CJDS New Albany campus
- 4 year college degree strongly recommended
- MS Office experience required, specifically Excel
- Experience with Google School a plus
- Experience with Quickbooks and financial software strongly recommended

Benefits

- Competitive Salary
- Health Insurance
- Vision and Dental Insurance
- Paid Time Off
- 401(k) benefits (after 12 months of employment)
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