

Business Manager
At Shoreline Christian School.

Are you looking for an entry level business and management position in the educational field? Are you super organized, energetic, and great with numbers and business process? Do you want to work in a great Christian school filled with super kids, loving families, and wonderful, dedicated teachers and staff? With people who are truly kind and who support each other to create a uniquely rich environment that fosters faith, education and the power to make the world a better place?

Come talk to us. We need a Business Manager, someone who can help us run the day to day accounting and human resources operations of the school.

Essential Functions and Responsibilities: Responsible for maintaining general ledger accounting entries, bank reconciliation and compliance reporting requirements. Will act as the primary processor of payroll for Shoreline Christian School. She/he will ensure all accounting guidelines and procedures are followed and a high level of confidentiality is exhibited.

Accounting:

- Receive all agency account funds; record cash receipts, deposit in bank and credit proper accounts.
- Make payments and transfers as requested and charge proper General Ledger account.
- Prepare month end bank reconciliation journal entry and post- GF /Scrip/ Flex/ Note/ CIP / Endowment
- Periodically balance the petty cash and ensure change is available for athletics and other internal departments.
- Process NSF checks and coordinate recovery.
- Calculate and prepare monthly sales tax report for proper accounts and submit to the State of Washington.
- Prepare and post recurring as well as miscellaneous non-recurring month end journal entries to record various aspects of the school's financial transactions including advancement income, A/R receipts, Scrip activity, etc.
- Year end accounting activities and journal entries including accruals, fixed assets recording, endowment, etc.
- Prepare financial statements for month board meeting.
- Manage credit card merchant accounts
- Process requests for Certificate of Insurance

Payroll

- Responsible as primary processor of payroll for SCS, utilizing ADP.
- Serve as primary preparer of teaching contracts, update and maintain the salaried and hourly employee salary spreadsheets.
- Tracks and maintains records for staff vacation, sick days,, holidays and personal days.

Human Resources

- Maintain Employee files.
- Primary lead on managing, researching and communicating employee health/dental benefit plans, vision, life and retirement benefits.
- Maintains Pension reports, enrollment, and eligibility

Additional Responsibilities

- Maintain contracts and leases for office equipment
- Primary lead on processing and reviewing tuition assistance applications.
- Maintain Employee accident information and forms and process L&I paperwork when received from the State of Washington.
- Maintain student Accident Forms and information and provide school insurance information when requested.

Qualifications (required):

AA in accounting

3-5 years experience

Qualifications (desired):

BA in accounting

Working Hours: Full-time; year round

About Shoreline Christian: With 65 years experience educating students from preschool to 12th grade, at Shoreline Christian School, we recognize that each child is a unique person created by God in His image. Small class sizes and differentiated instruction allow us to work with each student where they are and meet their educational needs while helping them explore their God given gifts, talents, and abilities. We believe that what we teach should not only help you grow in what you know -- it should also help you grow in who you are. We offer stimulating academic programs along with art, music, drama, and athletics.