

VALLEY CHRISTIAN SCHOOL SYSTEM  
Job Description Form

Job Title: Director of Business Operations  
Department: Business Office  
Reports to: Superintendent  
Status: Exempt  
Position Type: Full-Time  
Date Updated: 2/28/2022

**Purpose Statement**

The Director of Business Operations will oversee all financial and business areas of the organization, including finance, accounting, budgeting, forecasting, analysis, reporting, financial services, student billing, contract management, financial assistance, employee insurance and retirement accounts, and compliance. The Director of Business Operations will oversee human resources, property maintenance and transportation.

**Responsibilities**

- Directs the accounting and finance functions of the organization, including key transactional processes (e.g. general accounting, payables, business revenues, donation revenue, payroll and month-end close).
- Develops financial strategies by budgeting and forecasting operations, capital, facilities, and staff requirements; identifying monetary resources; developing actions plans; lead and oversee all budgeting activities.
- Participates as a key resource to the Finance Committee, developing and delivering effective and informative finance committee presentations.
- Monitors financial performance by measuring and analyzing results; initiates corrective actions; minimizes the impact of variances.
- Analyzes organization operations; identifies opportunities for improvement, cost reduction, and systems enhancement.
- Coordinates with the public accountant to complete the annual audit and tax returns.
- Manages Risk Management for the organization including analysis of proper insurance coverages and negotiations.
- Ensures proper debt management and reduction.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial and tax reporting.
- Serve as the school's steward of 501(c)(3) status and ensure compliance with IRS regulations and reporting requirements.
- Oversee the reporting to local and federal governments and agencies.
- Manages banking relationships and investment management; is a member of the investment committee.
- Leads and develops the accounting and human resources team.

- Supervises Human Resources, ensuring human resources compliance in all areas.
- Evaluate and supervise employee benefit programs, including health insurance and retirement accounts.
- Oversee the revision of employment policies and handbooks.
- Evaluate, purchase, and oversee property, liability, and workers' compensation insurance programs.
- Oversee the administration of the Student Enrollment and Tuition Assistance process.
- Supervises the Property and Bus Manager, reviewing and planning for facility and bus maintenance and replacement; ensure regulatory compliance and timely filing of reports.

### **Qualifications**

- Bachelor's Degree in Accounting or Finance.
- Experience in an accounting or finance senior management position.
- Strong financial and accounting background, including an understanding of profit and loss, balance sheet, cash flow management, general finance, budgeting and audits.
- Experience with corporate governance.
- Proven negotiation skills.
- Ability to understand new issues quickly and make wise decisions.
- Ability to inspire confidence and create trust.
- Ability to implement best practices and redesign processes.
- Ability to work under pressure, plan personal workload and delegate effectively.
- Ability to articulate your Christian faith (preferably CRC or RCA denomination) and able to integrate prayer and Christian belief system into leadership. Active membership/attendance at a Protestant Christian church (preferably CRC or RCA denomination) is required.
- Supports the Mission and Doctrinal Statement of Valley Christian Schools

### **PHYSICAL REQUIREMENTS**

- This position involves sedentary work; prolonged sitting is performed most of the time
- Occasional bending, stooping, lifting, and carrying up to 25 pounds
- Prolonged viewing of a computer screen

### **WORK ENVIRONMENT**

- The typical work environment is a climate-controlled office
- The noise level in the work environment is usually moderate
- Occasional travel may be required