



## **BUSINESS MANAGER JOB DESCRIPTION ST. STEPHEN'S EPISCOPAL DAY SCHOOL**

St. Stephen's Episcopal Day School, a PreK to Grade 5 independent school in the Coconut Grove neighborhood of Miami, FL, is seeking a Business Manager. The cornerstone of St. Stephen's program is academic excellence, combining both high standards of scholarship and the encouragement of each child to develop to his or her greatest potential. The Business Manager reports directly to the Head of School and is an integral part of the senior leadership team. S/he is responsible for managing the financial and physical resources of the school.

### **Essential Duties and Responsibilities**

The Business Manager will:

- Develop and oversee financial policies, procedures, and internal controls to safeguard assets, protect confidential information, and ensure accurate financial reporting.
- Oversee school business functions, including: tuition billing and collection, accounts payable, contracting, payroll, human resources, accounting and reporting, regulatory reporting and compliance, and other business administration activities.
- Oversee the maintenance and presentation of the buildings, grounds, and equipment.
- Administer the annual budget and multi-year forecasting process to align with the school's goals and mission and maintain account records related to the school's budget.
- Manage risk (Risk Management) to ensure the safety of the community in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- Serve as the school's benefits coordinator inclusive of health (medical, dental, vision) benefits, disability (short and long term) insurance, life insurance, and pension plan. Annually review said benefits offerings.
- Ensure that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements.
- Provide financial reports to school leadership and the board.
- Participate in the development of school strategy, providing recommendations, financial analysis, projections, and other data to inform the process.
- Collaborate with and assist the Head of School and the Board of Trustees in meeting fiduciary responsibilities.

- Serve on the Endowment Committee to review the school's endowment funds.
- Manage, mentor, and develop direct reports related to the school's financial and physical resources, providing constructive and timely feedback.
- Supervise the food service independent contractor representative.
- Model and foster high ethical standards, integrity, and respect for colleagues, alumni/ae, parents, and students in the conduct of the school's business.
- Communicate clearly and enthusiastically to all staff and stakeholders.
- Remain current with business management trends and cultivate professional standards and development by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in local, regional, and national professional organizations.
- Understand the culture and climate of the school and the wider educational environment.

**The ideal candidate will possess the following qualifications and characteristics**

- A bachelor's degree in accounting or finance is preferred. A licensed CPA is an exceptionally attractive candidate.
- Five years of experience in finance/accounting.
- Proven success in an administrative role, preferably working with a Board.
- Demonstrated leadership qualities to organize and manage people and processes
- High ethical standards
- Excellent oral and written communication skills
- The ability to work collaboratively with coworkers and other school community members
- Keen analytical skills and a detail-oriented work style

**To Apply**

- Please visit St. Stephen's Episcopal School at [www.sseds](https://sseds.org/careers) to apply (https://sseds.org/careers)
- Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience.
- A December 2, 2024 start date is desired.

St. Stephen's Episcopal School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.