

HPCS - Job Description

Business Office Manager

Reports To: Principal

Schedule: 12 Month

FLSA Status: Non-Exempt; Hourly



HPCS Mission and Core Values:

As a ministry of High Point Church (HPC), High Point Christian School's (HPCS) mission is to develop students who are committed disciples of Jesus Christ through an excellent, comprehensive, Biblically integrated education program. HPCS achieves this through our four core values:

1. **Biblically integrated education program:** We believe scripture is the word of God, infallible, and the basis of all truth (2 Tim. 3:16). Therefore, we integrate the Bible into all aspects of our educational program and extracurricular activities.
2. **Developing Disciples:** We are called to make disciples of all people (Matt. 28:18). Therefore, we clearly present the gospel of Jesus Christ and nurture the growth of students as Disciples of Christ. As students come to know Christ, they are challenged to exemplify behaviors and attitudes that glorify God.
3. **Collaborating with Parents:** "Train up a child in the way he should go, and when is is old he will not depart from it" (Proverbs 22:6) & "Two are better than one, for they have a good reward for their labor" (Ecclesiastes 4:9). In following this scripture, we will collaborate with parents by communicating regularly. We will listen and respond to parents' concerns and ideas. We will work with parents to discern the best course of action and serve within the school community.
4. **Excellent Education:** "In all you do, do it unto the Lord. Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Colossians 3:23). We are committed to staff teachers who are of the highest caliber both professionally and spiritually. We expect our staff to take advantage of professional development opportunities. We are committed to using a Biblically integrated curriculum which exceeds national and State standards.

Job Summary:

HPCS desires those who feel called to not only work in an administrative role, but work in a ministry. To fulfill this role in our ministry and school a Christ-centered Business Office Manager is needed. The ideal candidate will provide financial support and personnel management to the school. They will also manage the school office to ensure that operations are being completed with the utmost customer service in a timely manner. As the office lead, there will also be collaboration with the school's administrative team. The position involves working with and ministering to HPCS staff, substitutes, parents/guardians, students, church staff, and community stakeholders who require information or service from HPCS. All school staff are expected to complete required training and professional development, which is provided by HPCS. We also desire that our Business Office Manager, and all staff, reflect the purpose of the school, which is to honor Christ in every aspect of their job, and is implemented by the following details below.

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Spiritual Expectations:

- Have received Jesus Christ as his/her personal Savior
- Believe that the Bible is God's word and standard for faith and daily living
- Be in agreement with HPC's Statement of Faith and HPCS's Christian Philosophy of Education
- Strive to be a Christian role model in attitude, speech, and action towards others

Minimum Qualifications

- Understanding of business operations, including finances and human resources
- Ability to work and communicate with people of all age groups, ethnicities, and backgrounds
- Have proficiency in Microsoft (word, excel), Google Workspace, QuickBooks, and BambooHR; be willing to learn new software programs
- Detail oriented and time management strength
- Ability to keep sensitive personal and financial information confidential
- Excellent verbal and written communication skills

Physical Requirements

- Use of computer, telephone and other office equipment as needed to perform duties
- Work in an office environment with multiple interruptions
- Sit for long periods of time
- Look at multiple screens for long periods of time
- Stand, walk, reach, bend, or lift up to 40 lbs

Core Functions

- Processing and maintaining accounts payable and receivable for the school; primarily through the FACTS tuition Management software.
- Completing bi-weekly reports to The Employer Group to support payroll; ensuring that all timesheets and time off requests are entered accurately into the time tracking system. Following up with employees as needed.
- Processing and recording all school deposits; depositing all money into the appropriate bank accounts.
- Collaboration with the school principal and church business administrator annually in the preparation of the school budget.
- Collaboration with the school principal in the development of employee wages.
- Follow accounting principles and procedures to track categorical spending in a reportable manner for budget purposes.

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- Act as administrator of the FACTS Tuition Management to properly manage the Accounts Receivable with the enrolled families.
- Process and track DPI quarterly disbursements to HPCS in accordance with HPCS Financial Policies to ensure compliance with use of those funds.
- Prepare the school's portion of the annual High Point Church audit with particular attention to meeting the DPI financial and audit requirements of the school.
- Contacting families with outstanding tuition and billing accounts.
- Maintain the school supplemental checking accounts utilizing Quickbooks, reconcile those accounts and give monthly reports.
- Keep the church and school administrator apprised of the balances for the budgetary accounts.
- Maintain records of tax-deductible gifts and receipts issued including general gifts, Annual Fund Drive and RaiseRight Program.
- Act as custodian of petty cash. Provide cash boxes to those who need them for school events.
- Keep accurate records of the RaiseRight program: Work with the RaiseRight Coordinator as needed.

Essential Functions

- Maintain accuracy of settings in BambooHR which mirror the employment guidelines as represented in the HPC and HPCS staff handbooks; monitor employee profiles for updated information.
- On-board and off-board new employees via BHR, maintain a current list of tasks to be tracked for a new hire.
- Track new and current employees' required trainings. Follow up with employees as needed.
- Support the annual contract process for both returning and new employees; presenting financial worksheets and contracts for electronic signature through BHR.
- Manage substitute teachers: Ensure complete file documentation of qualifications, successfully on-board new substitutes, assist with check-in on dates of service and ensure timely payment from for service rendered.
- Keep and maintain an organized filing system of employee files.
- Ensure employees are accurately using their PTO, as set in the employee handbook. Approve and/or deny requests in a timely manner. Follow up with employees as needed.

Supplemental Functions

- Supervise appropriate office staff, as assigned by the school principal.
- Manage and appropriately delegate incoming office assignments.
- Ensure the utmost customer service to families, students, staff, and community members.
- Approve and order necessary items requested by teachers and/or staff.
- Hold regular office team meetings, and attend administration team meetings.