



## **Business Manager**

**Primary Function:** Manage the finance and HR functions in alignment with Cornerstone's mission and goals

### **Responsibilities**

#### **Accounting**

- Maintain the complete accounting system with monthly reconciliations, financial statements, and reporting.
- Ensure proper financial procedures and controls in alignment with policies and audit requirements.
- Oversee the collection of all receipts, including accounts receivable, parent and tuition fees, donations, and other revenues.
- Communicate with leadership staff and parents regarding account setup, payments, and delinquent accounts.
- Coordinate with ED on tuition contracts and tuition assistance process.
- Coordinate with vendors, manage vendor contracts, and document and process payments on a weekly schedule as determined by the Executive Director.
- Work with ED to develop annual budget and cash flow, and review monthly.
- Serve as liaison with auditors and Cornerstone. Prepare audit work papers. Ensure 990 is completed and filed after the audit.
- Oversee the OSP program and manage the communications process with parents and Serving Our Children (OSP Manager).

#### **Business Management**

- Process employee payroll semi-monthly, and ensure taxes are paid and tax reports are filed in a timely manner. Maintain employee leave balances.
- Manage relationships with banking institutions.
- Ensure that Cornerstone has the best coverage for our needs and serve as a liaison with the insurance company and Cornerstone on all claims or questions.
- Serve as HR Manager to maintain employee handbook, manage employee benefits, issue employee contracts, and ensure all laws are being followed and personnel files are in compliance – including background checks.
- Ensure that all required tax and annual filings are completed.
- Maintain records and files according to the Record Retention Policy.

### **QUALIFICATIONS**

- A Bachelor's Degree from an accredited college (accounting or finance preferred).
- At least three years of experience in a responsible financial administrative position of a similar organization (non-profit preferred), including accounting, budgeting, human resources, and business matters oversight.
- Track record of strong people and organizational skills

- A flexible, self-starter who is able to multitask.
- Skilled in technology and programs needed to fulfill this position.
- Aligns with the Cornerstone statement of faith and is a member of a Christian church with concurrent theology.

**SCHEDULE AND LOCATION:** This is a hybrid part-time position of an average of 25-30 hours per week with both in-person and remote work requirements starting in July 2024.

**REPORTING:** This position reports to the Executive Director