

Ventura Missionary School

School Business Office Manager

Job Description

Job Title: School Business Office Manager

Reports To: Principal

Classification: Full-time Exempt Position

Job Description

The Ventura Missionary School (VMS) Business Office Manager must be dedicated to work with the school administration, faculty, students, and parents in a way that promotes a positive Christian environment. The School Business Office Manager shall prayerfully perform general business operations. This person will have oversight of the entire administrative and financial infrastructure of the school, ensuring compliance with state and federal regulations while maintaining efficient operations.

Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor.

- **Financial Accounting and Reporting:** Oversee all general ledger entries, month-end and year-end closing processes, and preparation of comprehensive financial statements and reports for the Principal and School Board.
- **Budget Development and Management:** Lead the rigorous monitoring of the annual operating budget, ensuring alignment with the school's goals and resource allocation.
- **Tuition and Fee Collection:** Manage all aspects of student billing, tuition and fee collection, scholarship administration, extended care program, student camps, field trips, and accounts receivable reconciliation, adhering to established payment schedules.
- **Procurement and Expenditure Auditing:** Establish and enforce internal controls for procurement. Audit, approve, and process all purchase orders, expenditure requests, and vendor invoices to verify accuracy and budget compliance.
- **Payroll Administration (VMS Focus):** Directly manage the administration of the staff payroll system, ensuring accurate calculation of wages, tax withholdings, and benefit deductions.
- **Regulatory Compliance:** Ensure all financial and operational practices adhere to local, state (including California labor laws, Cal/OSHA), and federal regulations, and support required internal and external financial audits.
- **Staff and Student Attendance Tracking:** Oversee the systems for recording and reporting accurate daily staff (Paylocity) and student attendance data (FACTS). Student attendance records are required by California state law.
- **Substitute Staff Assignment:** Manage the substitute coverage system, including maintaining the pool of qualified substitutes, scheduling assignments, and ensuring proper compensation records are maintained.
- **Official Record Retention (Safety Focus):** Maintain mandatory institutional records, particularly those related to safety compliance, including retention records for emergency drills (fire, earthquake, lockdown).
- **School Registrar and FACTS Management Systems:** Manage annual student enrollment. Oversee FACTS Management System; teacher grades, report cards, attendance, progress reports, and legal notices.
- **Supervision and Training:** Mentor and train administrative support staff, volunteers, teachers, substitutes. Ensure high standards of customer service and data integrity.

Relationships

This position will report directly to the Principal and work alongside the Vice Principal and the two other administrative office positions. This position will also work directly with school staff, school volunteers, Ventura Missionary Church's Financial Manager, and school families.

Knowledge, Skills and Abilities for this Role

- Have a personal relationship with Jesus as Lord and Savior, believe that the Bible is God's Word and standard for faith and daily-living, and be a Christian role model in attitude, speech, and actions towards others.
- Be committed to God's Biblical standards for sexual conduct.
- Be or be willing to become a member of Ventura Missionary Church and agree with the Church's Statement of Faith.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go." -Proverbs 22
- Have problem-solving and conflict resolution techniques.
- Be compassionate and caring.
- Demonstrated ability to understand and relate to children, their families, and other leaders
- Demonstrated ability to lead and help create a healthy environment for children and staff.
- Operate in a team environment, often working cross-functionally with other team members
- Have strong verbal communication skills, especially over the phone.
- Maintain confidentiality and discretion in all areas related to students, staff, volunteers, and school families.
- Have the ability to multi-task with regular interruptions.
- Possess a strong attention to detail.

Minimum Job Qualifications

- Successful completion of fingerprinting process and criminal background clearance
- Be a College Graduate (exceptions must be approved by the Operations Director and the School Principal)
- Experience in a data management system, preferably in the school setting
- General accounting experience

Selection Process

The Principal will supervise the selection process for this position, in collaboration with the HR Department.

Compensation

The compensation for this position will be determined based on established salary ranges for a School Business Office Manager on the Ventura Missionary Compensation Bracket, ranging from 68,639.20- 77,219.10 annually taking into consideration experience and education.

Appraisal and Review

This position will receive a 90-day review and an annual review from the Principal. The reviews will be in a written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for the coming year, and (2) review performance and ministry objectives from the previous year.