



Business Manager – Position Description

The Business Manager reports to the Head of School and serves as a key member of the school's administrative team by providing financial oversight, operational support, and exceptional customer service to students, families, faculty, staff, and church members. This individual supports the mission of Saint Mark Lutheran School by carrying out all responsibilities with integrity, professionalism, confidentiality, and a Christ-centered attitude.

Primary Responsibilities

- Manage all school and church financial records using QuickBooks, including accounts receivable, accounts payable, bank deposits, and financial reporting.
- Accounts Receivable - Process tuition and other school payments, maintain accurate financial records, and assist families with billing questions.
- Accounts Payable - Prepare and process payments to vendors and ensure timely payment of invoices.
- Coordinate purchasing and ordering of supplies, materials, equipment, and other operational needs for the school and, as assigned, the church.
- Assist with payroll, employee records, benefits administration, onboarding, and other human resources functions.
- Maintain confidential personnel and financial records in accordance with school policies and applicable laws.
- Manage the school's financial aid program, including coordinating the application and review process, maintaining confidential records, communicating with families as appropriate, and working with the Head of School to administer tuition assistance in accordance with school policies.
- Work collaboratively with the Head of School, church leadership, faculty, and staff to support the daily operation of the school.
- Provide administrative support to teachers and staff as needed and assist with special projects, school events, and other operational needs.
- Perform other duties as assigned to support the mission and ministry of Saint Mark Lutheran Church and School.

Qualifications

- Demonstrated experience in bookkeeping, business office management, or accounting, preferably in a school, church, or nonprofit setting.
- Proficiency with QuickBooks and Microsoft Office or Google Workspace.
- Strong organizational, communication, and problem-solving skills with attention to detail.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Flexible, dependable, and able to adapt to changing priorities in a dynamic school environment.
- Enjoys working in a Christ-centered environment and building positive relationships with children, families, faculty, staff, and church members.
- Willingness to work occasional extended hours as needed to support the needs of the school.

The Business Manager/Bookkeeper plays an essential role in the daily life and long-term success of Saint Mark Lutheran School. This position serves as a trusted resource for families, faculty, staff, and church leadership while helping ensure the smooth and effective operation of the school's business office.