



## **Job Posting: Business Manager**

**Summit Christian Academy**  
**Full-Time | 12-Month Position**

### **Position Overview**

Summit Christian Academy is seeking a Christ-centered, highly capable **Business Manager** to lead and manage the school's financial operations. This role is ideal for a **hands-on financial leader** who can think strategically while also managing day-to-day accounting functions.

The Business Manager will partner closely with the Head of School to ensure strong financial stewardship, accurate reporting, and long-term sustainability—all in alignment with the mission of Christian education.

### **About Summit Christian Academy**

Summit Christian Academy is committed to providing a Christ-centered education that equips students to know their identity in Christ, pursue excellence, and impact the world for God's glory. Our community values strong leadership, biblical truth, and purposeful discipleship.

### **Key Responsibilities**

#### **Financial Leadership**

- Serve as a financial advisor to the Head of School
- Support long-term financial planning and sustainability
- Assist in tuition modeling and financial decision-making

#### **Accounting & Financial Operations (Hands-On)**

- Manage and/or perform:
  - Accounts payable and receivable
  - Bank deposits and reconciliations
  - General ledger maintenance
- Oversee monthly and year-end financial closing

#### **Financial Reporting**

- Prepare and present monthly financial statements
- Provide financial insights and analysis to leadership
- Communicate financial updates to leadership and Board Treasurer

#### **Budgeting & Forecasting**

- Assist in developing and managing the annual budget
- Monitor budget performance and report variances
- Support department leaders with budget management

### **Payroll & Benefits**

- Oversee or process payroll and related reporting
- Manage employee benefits administration
- Ensure compliance with payroll regulations

### **Audit, Compliance & Controls**

- Maintain internal controls and financial policies
- Prepare documentation for audits and tax reporting
- Ensure compliance with all applicable regulations

### **Operational Support**

- Assist with vendor contracts and financial processes
- Support stewardship of school resources and assets
- Identify opportunities to improve systems and efficiency

### **Qualifications**

- Committed Christian who demonstrates a Christ-centered lifestyle
- Alignment with the school's Statement of Faith
- Bachelor's degree in Accounting, Finance, or related field (CPA preferred)
- 5–7+ years of accounting or financial leadership experience
- Experience in nonprofit or school finance preferred
- Proficiency in accounting software (QuickBooks, FACTS, or similar)
- Strong analytical, organizational, and communication skills
- Ability to manage both **strategy and execution**

### **Why This Role Matters**

This position plays a critical role in ensuring the financial health and sustainability of the school, directly supporting the mission of equipping students to grow in Christ and academic excellence.

### **Benefits**

- **401(k)**
- **Health, dental, and vision insurance**
- **Paid time off: 6 personal days, 4 sick days and 2 weeks' vacation**
- **Paid holidays**

### **To Apply**

Please submit a cover letter with a brief statement of faith and a resume to Jennifer Kelsey at [jkelsey@summiteagles.org](mailto:jkelsey@summiteagles.org)