

LANSING CHRISTIAN SCHOOL

Job Posting: Director of Business and Finance

Job Title: Director of Business and Finance

Reports To: Head of School

Supervises: Business Assistant, Directors of Food Service, Facilities, and Information Technology

Position Summary

The Director of Business and Finance is responsible for financial control; accounting and reporting; annual budgets and long-term financial plans; facilities management, personnel and HR compliance and records, food service, and technology. Provide support to the Head of School and the Administrative Team in meeting their goals.

Personal Qualifications

- A clear and compelling testimony of faith in Jesus Christ and a life that reflects spiritual maturity.
- Agreement with and commitment to the [LCS Doctrinal Statement](#).
- Faithful attendance and active involvement in a local church whose beliefs and practices align with the LCS Doctrinal Statement.
- Demonstrated ability to disciple, mentor, and lead others in spiritual and professional growth.

Professional Qualifications

- Bachelor's degree: CPA or Financial Background Preferred
- Relevant experience with non-profit organizations
- Proven administrative ability and leadership skills
- Information technology literacy especially in relation to accounting and database software

Success in this Role

- Mission-driven leader, deeply aligned with the purpose and [philosophy](#) of Christian education.
- Relational leader who promotes unity, excellence, and [Christ-centered community](#).
- Clear and effective communicator who brings clarity, consistency, and transparency.
- Decisive and organized leader who can manage complexity with wisdom and efficiency.
- Strategic thinker dedicated to growth, learning and creativity to promote the sustainability and growth, of operations.
- Trustworthy, loyal, confidential, and Christ-like in all interactions.

Responsibilities

Financial

- Initiate and supervise the School's and the Foundation's financial planning/budgeting and reporting functions, consulting closely with the Head of School.
- Provide support for the Strategic Planning Committee and help implement the strategic plan by helping develop annual goals.
- Work with the Head of School in planning, monitoring, and tracking expenditures to ensure they are consistent with approved budgets and program plans; research and make recommendations concerning financial commitments and contracts.

- Plan, coordinate, and manage cash and cash flow of all school and foundation activities (including oversight of accounts receivable and payable management), in consultation with Head of School.
- Direct all facets of accounting for operations, payroll, tuition accounts, permanently and temporarily restricted accounts, and agency accounts, and any other accounts as may be required maintaining a high level of integrity through the appropriate internal control policies and procedures and accuracy; supervise and evaluate all personnel involved.
- Coordinate the independent audit for the School and the Foundation annually.
- Comply with Board policies related to financial planning, budgeting, conditions, activities, asset protection, compensation and benefits, and maintain the administrative policies manual.

Human Resources

- Ensure Human Resource Compliance in all areas.
- Assist in the formation of salary and benefits schedules and plans.
- Assist in the formation and maintenance of HR policies and procedures for all employees.
- Develop and implement all necessary systems regarding personnel records for all employees.

Food Service

- Ensure a high-quality food service program within a balanced budget.

Facilities

- Coordinate with the Director of Facilities and Head of School in developing long-term master plans for maintenance, replacement, and upgrade of facilities, grounds and vehicles.
- Supervise the maintenance, care, and improvement of the school buildings, grounds and vehicles through sound management practices.
- Plan for future facility development, based on projected educational program plans and needs for dedicated spaces and facilities based on enrollment, programs, and/or demographics.
- Direct the coordination of usage and rental of the buildings, grounds and vehicles.
- Responsible for risk management and emergency operations policy and procedures.

Information Technology

- Develop and maintain Information technology infrastructure and capabilities.
- Direct and maintain the technology required for operating the school.
- Plan for future technology needs.

Duties and Tasks

Financial

- Prepare timely and accurate annual budgets, long-term financial plans and analyses, and cash flow projections as directed by the Head of School.
- Perform bookkeeping and accounting functions as necessary to meet reporting requirements, including the Form 990 for both Foundation and School and required payroll taxes.
- Aid the School in the establishment of policies, procedures and other documents.
- Accurately maintain the Administrative Handbook, and ensure other handbooks and manuals throughout the school are consistent throughout school.
- Assist in the development of enrollment procedures, forms, projections, and data.
- Oversee tuition collection programs and policies.
- Monitor tuition payments closely and follow up quickly on delinquent accounts.

- Direct the bid process and the selection of all vendors, contractors, and suppliers, and provide direction and supervision regarding the purchase of supplies and equipment.
- Coordinate with the Tuition Assistance Committee to develop policies and procedures to manage all tuition assistance and scholarship programs.
- Respond to recommendations of independent auditors.
- Prepare financial presentations and reports for the Association meeting and compile financial data for the annual reports of the school.
- Review bank reconciliations and payroll prepared by the Business Assistant and prepare monthly financial reports for the Board of the School and Foundation.

Human Resources

- Standardize and maintain job descriptions and personnel files for all personnel.
- Maintain the employee handbook.
- Oversee employee paperwork and files.
- Ensure compliance with employee benefit plans.
- Coordinate hiring, evaluation, training, and professional growth for all non-teaching personnel.
- Produce and maintain faculty and staff employment contracts and memos of understanding. Provide personnel with all appropriate information regarding their compensation and benefits and related options.

Food Service

- Supervise the food service manager in the direction of the lunch program staff.
- Ensure regulatory compliance and timely reporting.

Facilities

- Regularly review the physical condition of the school facilities and status of ongoing projects.
- Supervise the Director of Facilities in managing cleaning personnel and ongoing repair and maintenance.
- Ensure regulatory compliance regarding grounds, facilities and transportation vehicles.
- Ensure facility usage and rentals are properly coordinated and managed.
- Maintain the Emergency operations procedures handbook.

Technology

- Oversee technology staff, providing support in managing internal staff and external consultants.
- Provide support to the Manager of Information Technology.
- Ensure effective use and licensing of the school's software.
- Coordinate with the Director of Information Technology to ensure timely maintenance and upgrades of administrative and academic information systems.
- Assist in prioritizing and scheduling technology evolution, acquisition, and maintenance for the entire range of school needs.
- Support and advocate for appropriate uses of technology to enhance instruction.

To apply for this position, send a cover letter, resume, and [LCS Employment Application](#) to:

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