

Business Manager

South Shore Christian Academy is seeking a Business Manager. The successful candidate will be an integral member of a small, collaborative senior administrative team. The position reports directly to the Head of School. The Business Manager provides support to the school head, the board, the finance and audit committees, and the senior administrative team. Primary areas of responsibility include collaborating with the Head, Assistant Head and the Finance Committee to develop the annual budget; preparing financial statements; directing the audit; leading the banking relationship, coordinating facilities & grounds maintenance; financial aid; general ledger/revenue accounting; payroll and human resources. The successful candidate must be a committed Christian, a strategic thinker who is attentive to detail, able to manage multiple projects simultaneously, organized, and able to prioritize project work while being responsive to the day to day needs of SSCA faculty, staff and families. Prior Christian schools experience a plus. Requirements: BS or BA with 5+ years of experience in not for profit managerial role preferred, skilled in Excel and QuickBooks, strong oral and written communication skills, and proven ability to learn and utilize software to meet institutional goals. Please send cover letter with resume to tchamberlain@southshorechristian.org.

