

# Friends School of Minnesota (FSMN)

## Business Manager Job Description

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### The Position

- .6 (3-days per week)
- Salary Range: \$42,000 - 55,000
- Full Benefits

### Overall Goals

- Developing business management objectives that support the growth and prosperity of FSMN
- Designing and implementing business plans and strategies to ensure the smooth operation of the school
- Ensuring that the school has adequate and suitable resources to carry out its mission

### To Apply

If you are interested in applying for this position, please email the following information to Joe Mueller at [joem@fsmn.org](mailto:joem@fsmn.org) by Sunday, June 13.

- Resumé
- Cover letter
- 3 professional references

### Job Brief

We are looking for an experienced Business Manager to oversee the business operations of our school. The Business Manager is responsible for ensuring the efficiency of business operations as well as setting strategic goals for the future.

The ideal candidate will be well-versed in all business matters. You must be a competent leader, able to provide guidance and development systems which incorporate the school's vision and culture.

Your goal will be to ensure the profitability of the school's activities to drive sustainable development and long-term success.

### Responsibilities

#### ***Budgeting***

- Prepare the annual school budget, capital budget and long-range financial plan in conjunction with the Head of School and the Finance Committee.
- Be strategic in ensuring that the school's annual budget supports the long- and short-term goals of the school.

#### ***Enrollment & Financial Aid***

- Prepare annual and long-range financial aid projections related to the operating budget.
- Work with the Admissions Director to track and record annual enrollment contracts.

- Work with the Financial Aid Committee to develop the school's financial aid policy.
- Participate in yearly financial aid decisions.
- Apply financial aid awards to annual enrollment contracts.

#### ***Policies, Procedures, Reporting***

- Maintain accounting procedures and systems of internal controls to ensure the integrity of all financial systems.
- Prepare monthly and quarterly financial reports (balance sheet, budget vs. actual, quarterly investments, etc.) in a timely and accurate manner.
- Monitor payables and approve invoices for payment by the bookkeeper.

#### ***Investment & Cash Management***

- Oversee the school's cash investments and endowment fund.
- Work with the banks and be responsible for cash management (anticipating cash needs and transferring funds between accounts to ensure sufficient cash availability at all times).
- Communicate to the Head of School and the Finance Committee any anticipated or unanticipated fiscal changes in a timely way.
- Reconcile bank statements monthly.

#### ***Contract Management***

- Working with the Facilities Manager, negotiate contracts with vendors that meet the needs of the school.
- Working with the Head of School, prepare annual employment agreements and independent contractor agreements.
- Provide payroll information (including benefits deductions) to the bookkeeper.

#### ***Audit & Compliance***

- Coordinate with the outside CPA/Auditors to prepare year-end audit and filing of IRS 990 and state Attorney General's office filing.
- Ensure ERISA 403(b) compliance, including non-discrimination testing, employee disclosures, and filing Form 5500.
- Ensure that sales taxes are filed and paid in a timely manner.
- Manage and maintain essential organizational documents (state tax-exempt documentation, 501c3 documentation, employee manuals, benefits plan documents, bylaws, investment policies, etc.).
- Manage and oversee record retention and document destruction.

#### ***Human Resources***

- Assist the Head of School and School Committee in establishing appropriate employee benefit programs. Recommend changes to enhance benefits and/or reduce costs.
- Supervise the administration of benefit programs, including medical, dental, disability, and life insurance, COBRA, retirement plan, workers' compensation insurance, and tuition remission.
- Work closely with third party consultants, brokers, and legal counsel to insure compliance with employment law and best practices.

- Ensure that the school's personnel policies support its programs and that the school's actions in hiring, compensation, training, promotion and separation conform with state and federal requirements.
- Working with the Head of School and outside legal counsel, update and maintain the Employee Handbook.

#### ***Risk Management***

- Work with insurance advisors and brokers to insure that adequate, appropriate and cost-effective insurance is in force, including public liability, property & casualty, auto, directors & officers, and Worker's Compensation.
- Serve as a member of the school's crisis management team.

#### ***Auxiliary Use of Facilities***

- Assist the Extra-Curricular Director in administrative functions associated with Extended Day, Summer Camp, and After-School Programs (clubs, sports, music, etc.).
- Arrange and oversee facility rental and use by outside organizations.

#### ***Oversight & Supervision***

- Manage the activities of the business office.
- Supervise and collaborate closely with the bookkeeper.

#### **Requirements**

- Proven experience as business manager or relevant role
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Thorough understanding of diverse business processes and strategy development
- Excellent knowledge of MS Office, spreadsheets, databases and information systems
- Good understanding of research methods and data analysis techniques
- BSc/BA in Business Management or relevant field; MSc/MA would be a plus