

## **Lakewood Christian Schools Business Administrator**

### **Job Details:**

Pay: \$22-\$26 an hour

Job Type: Part-time

### **Location:**

Lakewood Christian Schools

### **Benefits:**

Tuition discount at Lakewood Christian Schools

### **Job Description:**

The Business Administrator provides support and operational services to Lakewood Christian Schools. You will need to be customer service driven, great with Excel/Google Sheets, and thrive in a team environment. You will also be responsible for ensuring internal controls are being followed and the safekeeping of school funds.

### **Overview of role:**

The Business Administrator manages and acts as a liaison for all school business office functions, including accounting, budget, payroll, daycare, and food service programs. The Business Manager must also possess strong interpersonal skills and the ability to communicate the complexities of school finance in an understandable manner throughout the school/leadership community.

### **Essential Functions include, but are not limited to the following:**

- Ability to maintain strict confidentiality regarding school/workplace matters
- Collaborate effectively with the Business Administration team
- Excellent interpersonal and relationship skills
- Strong organizational skills and attention to detail
- Analysis of monthly expenses for outstanding items
- Ability to change direction as priorities shift and thrive in environments that require the ability to adapt to changing circumstances

### **Knowledge, Skills, and Abilities Required:**

- Working knowledge of QuickBooks and Microsoft/Google Suites
- Create purchase orders, ensuring compliance with purchasing procedures and guidelines using proper account coding
- Receive money and timely prepare deposits
- Clearly communicate with parents, staff, administration, and vendors
- Manage the collection of delinquent tuition and fees

### **Education and Experience:**

- BA/BS Degree Required
- 3+ Years of related work experience is preferred

### **Additional Requirements:**

- Sign the LCS Statement of Faith
- Be a regular attendee of a local church