



Part-time Business Manager Job Description

- Demonstrate a personal relationship with Jesus Christ
- Agree with and support the mission and vision of Redeemer Christian High School
- Prepare all approved cash disbursements/cheques including payroll files (received from Bookkeeper), cheque requisitions, invoices and petty cash. Enter all transactions into QuickBooks
- Manage two bank accounts and petty cash. Includes primary operating account and secondary account receiving all incoming e-transfers. Process e-transfers. Enter all bank transactions into QuickBooks
- Complete and enter all bank deposits and pre-authorized payments. Includes all payroll direct deposits and preauthorized withdrawals files received from the Bookkeeper, in addition to physical bank deposits
- Complete monthly bank reconciliation early in the month and prepare monthly financial statements and tuition status and arrears reports to be reviewed by Bookkeeper and given to Treasurer
- Provide weekly Program expense reports to Principal
- Provide "special funds activity reports" as requested and enter appropriate financial transactions (Student Council, Class Trips, Fundraisers, Yearbook, Athletics, Drama Arts, Staff Fund, and Student Incidental Accounts etc.)
- Track tuition, transportation, rental and volunteer cheque payments. Act quickly on any missing information
- In a timely manner, inform the Treasurer of payment delays (for instance NSF cheques), incomplete payments (for instance not providing enough post-dated cheques) or other reasons that may cause incomplete tuition payments
- Follow up promptly, via phone and email, with families with late payments. Contact the Treasurer when immediate resolution is not received. (see Finance Policy document for sample letters)
- Assist Finance Committee on a number of filings and reporting. This includes T3010, charitable receipts
- File CRA returns and annual T4s. Work with Finance Committee on reconciliations
- File HST Rebate and Return applications when required
- Assist Bookkeeper on Health Insurance and Pension and VOCATE items, primarily as the teacher contact, as well as the review of the financial statement by reviewers
- Manage and update regularly throughout the year the Student Enrolment spreadsheet including: Review annual Tuition Payment Pledge Forms for accuracy and completeness; update Preauthorized Withdrawal information; follow-up on any omissions or outstanding items. Provide any information to parents on the Christian School Foundation and FAST and process grants
- Attend the Finance Desk at the RCHS Registration Day, normally late August
- Keep Bookkeeper informed on all personnel and financial activities while adhering to the Finance Committee timeline procedures
- Communicate concerns relayed by the Finance Committee to the Principal regarding action required by the Principal
- Keep the Principal and Treasurer informed on families who have not submitted pledge forms
- Other duties specified for Business Manager in the Finance Policies and Procedures
- Purchase items as required, keeping each budget line updated. Ensure the approval process is followed and that comparative pricing is practiced
- With the principal, manage rental agreements with clients: inquiries, approval, contracts, key distribution, alarm code maintenance, communication, and invoicing
- Other duties/responsibilities assigned by the Principal e.g. Auction work, Ugandan fundraiser and receipts

For any further inquiries about the position, please email humanresource@rchs.on.ca.

To express your interest in the part-time Business Manager position, please forward your cover letter, resume, statement of faith, and any supporting documentation to humanresources@rchs.on.ca by May 16, 2022. While we appreciate your interest in Redeemer Christian High School, only short-listed candidates will be contacted.