

LCDS Preschool & Kindergarten

Job Description – Business Manager

Position application opening date: July 6th, 2023

Position application closing date: July 28th, 2023

SUMMARY:

The Business Manager is responsible to oversee the yearly program operations pertaining to finance, applicable school activities, day-to-day finances, payroll, employee health spending accounts, monthly board meetings, staff meetings, and three general membership meetings. As educators, we are lifelong learners. This position will require occasional professional development through Alberta Education, Early Learning and Child Care (ELCC), Association for Independent Schools and Colleges in Alberta (AISCA) financial and leadership workshops, and information sessions.

ABOUT US:

LCDS Kindergarten & Preschool is a private ECS operator offering preschool and kindergarten. We are a play based, non-profit educational program for children aged 3-5 years of age. The program has been operating for 50 years and we are a member of the Alberta Independent Schools and Colleges of Alberta.

OUR MISSION:

LCDS exists for the purpose of providing a well-defined, quality early childhood education program within an interactive, dynamic, and fun learning environment involving family and community.

VALUES and BELIEFS of the SOCIETY:

1. We believe in quality, affordable early childhood education.
2. We believe that children learn through play and experiences within their community.
3. We value each child's individual development.
4. We believe that school should be fun to encourage a love of learning.
5. We believe that parents play a key role in their child's education and development within and beyond the classroom.

ABOUT YOU:

As the ideal candidate, you will have a background in finance, accounting/bookkeeping, and business management, preferably with experience with non profit, education or early learning and childcare. You will work collaboratively with the Executive Director, Board of Directors, the Teacher, contracted therapists, and parents. You are self-motivated and thrive in a multi-disciplinary environment that encourages collaboration. You are highly organized, detail oriented, and have strong verbal and written communication skills.

QUALIFICATIONS:

1. Background in finance, accounting/bookkeeping, or business administration.
2. Experience in, or knowledge of, non-profit organizations, Early Learning and Child Care or Alberta Education Finance is a benefit.
3. At least 5 years experience working in accounting/bookkeeping.
4. An understanding of generally accepted accounting practices.
5. Proficiency in English, MS Office, and bookkeeping software (ex. Simply Accounting or Quickbooks)
6. Criminal record check with vulnerable sector search in place prior to contract start date
7. Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

REPORTS TO: LCDS Board of Directors and the Executive Director

JOB GOAL: To plan and manage the business affairs of the school in compliance with all levels of Government regulation and policy.

ADMINISTRATIVE DUTIES:

- Maintain paper and digital files for children's records, employees, and financials.
- Collect mail.
- Assist with the school calendar preparation.
- Issues tax receipts and donation documentation.
- Track member commitment deposits.
- Assist with lease and contract negotiations.
- Occasional purchasing of supplies.
- School and community relations.
- Assist with Advertising.
- Coordinate and submit funding claims and enrolment counts.
- Submit information for inclusion in the monthly Board Meeting agenda.
- Attend the monthly Board meetings, staff meeting and three membership meetings to advise on school financial matters.
- Recommend, develop, and implement policy in school business management, generally accepted business and accounting practices and related activities.

FINANCIAL MANAGEMENT:

- Maintain accurate financial records and accounts.

- Manage receivables and payables.
- Manage investments.
- Prepare financial reports and statements.
- Balance books and reconcile bank statements.
- Financial planning and budgeting.
- Provide financial advice to the Board of Directors and Executive Director.
- Maintain Insurance/risk management.
- Payroll and Tax Administration.

HUMAN RESOURCES AND OPERATIONS:

- Assist with hiring and preparing for and conducting contract negotiations.
- Provide guidance and information in connection with employment standards and regulations.
- Maintain employee records regarding attendance and leave, salary, payroll deductions, record of employment, health spending account, and tax.
- Oversee the employee health and spending accounts and advises the employees as necessary.

WHAT WE HAVE TO OFFER:

- Contract Salary - \$2100.00 per month, minimum 24 hours per week
- Professional Development Opportunities
- 3-month probationary period with the advancement to a yearly contract
- Fun, positive work environment
- Hybrid in-office/work-from-home arrangement

If you are interested in working with an organization that supports and encourages children to reach their full potential, we encourage you to apply.

How to Apply:

Please submit your resume and cover letter (in Word or PDF format) **by July 28th, 2023**, via email. Only those applicants being considered will be contacted.