



JOB DESCRIPTION

TITLE	Business Manager
REPORTS TO	Head of School
LOCATION	190 Rosewood Centre Dr. Holly Springs, NC 27540
SUMMARY	<p>The Business Manager oversees all finance and business office functions necessary to run a high-performing school. This includes liaising with the Head of School, school staff, and the school's accounting services provider on a day-to-day basis, coordinating purchasing, and academic operations support. The business office manager serves as a key member of the school's admin support team, ensures that the school's operations meet high standards of operational excellence, and enables instructional leaders and staff to focus on driving strong student achievement outcomes.</p>

QUALIFICATIONS	<ul style="list-style-type: none">● Bachelor's degree required in Business Administration or demonstrated equivalent real-life experience in small business or school operations.● Minimum of 3 years of work experience, preferably in education and/or business or operations management.● Minimum of 2 years managing a team or multiple large projects preferred.● Good communication skills.● Detail-oriented and ability to multitask.● Excellent HR, speaking, and writing skills.● Training and/or experience in group facilitation and process management.
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ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">● Serves as a primary point of contact for Pine Springs regarding financial operations.● Works closely with the Head of School and principals to actively manage the school budget throughout the year.● Manages the school purchasing process by establishing clear systems for staff to request items, placing orders with vendors, submitting purchases orders, invoices, and reimbursement requests; approves school purchases under a specific financial threshold.
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	<ul style="list-style-type: none"> • Oversees the non-financial (compliance) portion of the school's annual audit and ensures all compliance is maintained throughout the school year for a successful audit. • Serves as the first school-based point of contact regarding finance and works with the Head of School and accounting services provider to ensure financial compliance and reporting. • Responsible for setting up fees in Infinite Campus for various parent payments (field trips, tech fees, etc.). • Manages the billing and reconciliation of payments for local funds monthly. • Works closely with the school's third-party provider to process payroll monthly. • Prepares monthly board financial reports. • Maintains strong communication with the third party accounting provider to maintain and up-to-date payments with all of Pine Spring's vendors, and reviews all transactions for accurate coding to the budget. • Processing weekly deposits/ accounts receivable and reconciling coding of all deposits. • Tracking and funding of federal and state grant funds. • Work in tandem with BearmanCPA to maintain up-to-date communication and requirements for all bond reporting. • Point of contact for liability insurance and ensuring the school is up to date. • Assists AP with coordination of field trips • Pull weekly reports for all teachers and staff who need to reconcile for field trips or other school payments • Works closely with HR & third party accounting provider to ensure new hires and terminations are onboarded and offboarded for payroll and tax purposes.
REQUIRED KNOWLEDGE, SKILLS, & ABILITIES	<ul style="list-style-type: none"> • Strong experience managing large operating budgets; educational setting preferred. • Demonstrated management and leadership skills. • Strong project and time management skills; ability to effectively juggle multiple priorities with great attention to detail, and deliver consistent and timely results. • Strong systems thinker, builder, and planner. • A sense of customer service mindset and the ability to proactively solve problems and make decisions quickly. • Team player with strong interpersonal and stakeholder management, and relationship-building skills. • Ability to lead, influence, and hold others accountable to uphold high standards of operational excellence.

	<ul style="list-style-type: none"> • Ability to be calm under pressure, especially in difficult conversations with parents and staff. • Excellent organizational, verbal, and written communication skills. • Excellent computer skills, including working knowledge of Google Suites and Excel. • Desire to continuously learn and increase effectiveness as a professional. • Unwavering commitment to Pine Springs' mission and willingness to go above and beyond to meet the needs of all students, families, and staff. • Ability to be flexible and adapt as needed between in-person work environments.
TERM OF EMPLOYMENT	Twelve-month work year/Contract
COMPENSATION	Salary Range: \$45,000 - \$52,000 Salary will be determined based on PSPA budget and applicant experience. PSPA offers a 401k program with a board matching percentage and health coverage options.

To apply for this position, please provide the following:

- Resume
- A cover letter detailing the candidate's educational philosophy and desire to join the team at Pine Springs Preparatory Academy in this capacity. Be sure to highlight the talents you can provide to our students and school community.

If Pine Springs Prep wishes to follow up with a candidate after reviewing application materials, the candidate will be contacted for an interview.

Interested candidates should provide the above information by May 30, 2025 to:

Bruce Friend
Head of School
bfriend@pinespringsprep.org