



Position Description: Business Manager

PURPOSE

The Business Manager is an integral part of the Administrative team. This person works closely with the Head of School to establish and monitor all aspects of both the finances and extended business dealings of Kamloops Christian School. Strong, capable management, leadership skills and positive interactions with both the school community and the larger community are essential for this position.

KEY RESPONSIBILITIES

1. Provide financial, business, and management leadership to KCSA.
2. Report to the Head of School as a key member of the operational leadership team and as the expert in all areas of school financial and overall business operations.
3. Inspire, encourage and nurture the work of the staff they are responsible to oversee.
4. Contribute to the development, maintenance, and improvement of frameworks, systems, and other business and HR related processes and programs, with the goal of overseeing the continuous growth of the school financially.
5. Build, sustain, and communicate effective people practices that support staff through times of change.
6. Ensure that any risks and liabilities that may impact the school are well monitored and managed and appropriate mitigation or interventions are put in place.
7. Support the Head of School, KCS Board of Directors, and other staff and families as needed around financial and business operations.
8. Contribute to the responsible stewardship of school resources through the effective creation and management of school budgets, participation in facilities development activities, and sound planning and organization of school assets.

MANDATORY REQUIREMENTS

- Professing Christian who is a member of a Christian church community willing to commit to KCS' mission, vision and community standards.
- A College diploma or University degree with an emphasis in finance and/or business administration (or equivalent education and related experience)

DESIRED QUALIFICATIONS

- Certified Accountant designation (CA)
- Business training and/or experience, preferably in an educational environment
- Extensive experience in budgeting, policy analysis/development and financial reporting/analysis
- Human Relations training and/or experience

KEY CRITERIA

1. High level of faith-filled, values-driven leadership capability that motivates others to collaborate towards a common vision, inspires trust and confidence, effectively manages conflicts, and positively influences behavior of others under their care.
2. Strong ability to supervise, coach, and mentor others to foster growth and create a culture of continuous learning and improvement
3. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and strong partnerships within a diverse community of staff, students, families and other stakeholders.
4. Extensive knowledge and understanding of budgeting, financial statements, reporting, school financial schedule, Not-For-Profit regulations, rental agreement, insurance policies, and other service contracts.
5. Extensive knowledge and understanding of the financial, legal and regulatory requirements involved in the operation of an independent school system.
6. Expert listener who has a high level of capability to focus on the audience, understand and process information quickly, empathize, intuitively understand unspoken issues and respond effectively and appropriately.
7. Strong communicator who can communicate and influence effectively through written publications, newsletters, presentations, meetings, and programs.
8. Sound knowledge of effective people practices that support the attraction, development, and retention of quality operational staff and that support all staff in HR-related concerns.
9. High level of organizational and management skills that supports sound budget management, risk management and the implementation of strategic initiatives