



Title: Business Manager

Employment Type, Full-time

Reports to: Executive Director

Direct Reports: Administrative Assistant

Summary

This new position will be responsible for providing financial, operational and human resource functions that will support organizational growth and sustainability. This position provides an exciting opportunity to serve in a central role that supports children with special learning needs reach their potential.

Who we are: *LASE Specialized Education* is an organization that provides special education services for Lutheran Schools in the St. Louis metropolitan area. Our mission is to provide Christ-centric education to students with unique learning needs (not just those that qualify for public school assistance) so they can grow academically, socially and spiritually. We accomplish this by providing special education expertise, consultation, speech/language services and other assistance programs that are customized for the schools we serve.

LASE offers a rich healthcare benefits package (with no cost to employees); generous retirement (8.7%) and disability plan.

Primary Responsibilities:

A. Accounting & Financial Management

- Actively manage the day to day accounting and financial operations of the organization
- Develop and implement established financial protocols and controls
- Develop budgets and monitor budgeted financial performance benchmarks
- Prepare, analyze and present monthly financial reports for the organization
- Manage the billing, accounts receivables and accounts payables
- Oversee banking activities and actively manage cash flow
- Reconcile monthly bank and credit card statements to ensure accuracy of general ledger
- Manage and implement payroll functions
- Maintain nonprofit accounting practices & implement
- Manage and prepare 1099 reports
- Create budgets for grants and submit required reports

- Prepare and facilitate audit review (outsourced)

B. Operations

- Supervise the Administrative Assistant and delegate and prioritize tasks as necessary
- Implement procedural and policy changes to improve operational efficiency.
- Maintain and renew organizational insurance policies
- Manage compensation packages and benefits for employees
- Manage the negotiation and execution of organization's contracts with schools, teachers and vendors.
- Manage gift processing, acknowledgements and donor database updates
- Maximize use of organization's donor database; e-Tapestry, as an effective tool for donor development.
- Oversee technology operations & devise IT policies and systems to support organization including training.
- Recruit, vet and hire new employees in conjunction with leadership team.
- Lead tuition assistance/scholarship program; pull FACTS documentation, analyze and provide information and recommendations to scholarship committee.

C. Management

- Assist Executive Director to implement the strategic plan; align with organizational goals.
- Provide program utilization for grants and funders to management team as needed.
- Manage Finance and Scholarship Committees.
- Other duties as assigned

Competencies

- Initiative, proactive, and positive attitude
- Efficient and resourceful
- Flexible and adaptable
- Building collaborative relationships/partnerships
- Strong computer skills
- Professionalism and strong oral and written communication skills

Education and Experience

- A Bachelor's degree plus a minimum of two (3-5) years of experience in accounting, finance or related field
- Previous bookkeeping experience preferred, knowledge of nonprofit accounting a plus
- Proficiency in Microsoft Word, Excel and Quickbooks (or CRMs)
- Well organized, with an exceptional attention to detail and accuracy
- Ability to prioritize, and manage time effectively

- Comfortable in both a leadership and team-player role
- Knowledge of non-profits and grants management (preferred)
- Experience in e-tapestry (Blackbaud) preferred but not required

Work environment

- Full time
- M-F Days and hours of work are 7:30 – 4:00pm
- Collaborative environment
- Good work/life balance
- Remote 1 day per week

Additional Requirements

- Christian
- Background check
- Reference checks

Please submit cover letter and resume to Jackie.smith@lutheranspecialied.org

For more information about our ministry please log onto:

www.lutheranspecialied.org

NO phone calls please