



Mountain Christian School

Business Manager Job Description

Job Title: Business Manager

Position Type: Full-Time, Hourly

Job Summary

Mountain Christian School, a small private Christian school in Show Low Arizona, is seeking a detail-oriented, mission-driven Business Manager to oversee the financial and scholarship aspects of the school. The Business Manager will be responsible to work in conjunction with administration for budgeting, financial reporting, payroll, tuition management, and supporting administrative operations in alignment with the school's Christian values and mission. This role is an integral part of the school's leadership team to ensure fiscal responsibility and efficient day-to-day operations.

Additionally, the Business Manager will also help coordinate front-desk activities, including distributing correspondence, answering phone calls, and responding to the immediate needs of students, parents, and teachers. A team mentality is absolutely crucial; the Business Manager must be able to work closely and cooperatively with other office staff and teachers.

The Business Manager must be a born-again Christian and attending church regularly. They must be able to whole-heartedly agree with and support the MCS mission, goals, and statement of faith.

Responsibilities

- Assist in developing and managing the annual school budget in collaboration with school administration.
- Maintain accurate financial records and prepare monthly and annual financial reports.
- Oversee tuition billing and collection, financial aid processing, and donor contributions.
- Greet and welcome guests as soon as they arrive at the office.
- Manage payroll, employee benefits, and HR compliance in coordination with external providers as needed.
- Handle vendor contracts, purchasing, and facility-related expenditures.
- Support accreditation and compliance reporting requirements.
- Ensure all financial practices reflect Christian stewardship and integrity.
- Provide friendly assistance to parents, students, teachers, and other school community members. Direct their questions to the appropriate person when necessary.
- Answer, screen, and forward incoming phone calls.
- Ensure reception area is tidy and presentable, with all necessary material
- Provide regular updates and reports to the school board and attend board meetings as required.
- Provide basic and accurate information in-person and via phone/email.



Mountain Christian School

Responsibilities (continued)

- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges, follow visitor protocols).
- Order teacher resource supplies and keep an inventory of stock.
- Perform other clerical receptionist duties such as filing and photocopying.
- Demonstrate professionalism and reliability on a regular basis.
- Provide basic assistance for students who come into the office with bumps, bruises, scrapes, headaches, etc. Must be able to quickly assess the student, determine the best path forward, and communicate with teachers and parents.
- Keep track of student fundraising efforts toward class trips, projects, etc. Communicate regularly with administration and parents about student progress toward fundraising goals.
- Collaborate with school leadership to support teachers, build community, achieve school goals, and promote a culture of transparency, efficiency, and service.

Skills

- Proficiency in Microsoft Office Suite (Word, Power Point, Excel).
- Proficiency in Google suite (Google Docs, Google Slides, Google Calendar, etc.).
- Basic computer skills using the internet and email.
- Hands-on experience with office equipment.
- Exceptional written and verbal communication skills.
- Ability to be resourceful and proactive when issues and tasks arise.
- Excellent organizational skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Customer service attitude – friendly, helpful, positive, relational.

Qualifications

- Bachelor's degree preferred, ideally in finance, business administration, or a related field.
- Minimum of 3 years of experience in financial or business management, preferably in an educational or nonprofit setting.
- Proficiency in accounting software, Microsoft Office Suite, and Google Suite; experience with QuickBooks a plus.
- Strong organizational, analytical, and communication skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Commitment to the mission, values, and doctrinal statement of the school.

To Apply:

Please submit a resume, cover letter, and MCS application to Joshua Mann at jmann@mcsaz.org. Applications will be accepted until the position is filled.