



Business Officer (part time, 75%)

Job Description

The Girls' School of Austin is a private K-8 school (150 girls) in the historic Tarrytown district of Austin. The School brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program. Significant use is made of the artistic and natural resources in Austin and the surrounding area.

THE POSITION

The Girls' School of Austin seeks an experienced business officer who will be responsible for the planning, control, accounting and reporting of income, expense, contributed and invested funds of the school. S/he manages all activities designated as business office responsibilities including risk management and insurance, employee compensation and personnel policies, facilities leasing, city, state and federal government compliance.

The business officer reports to the school head and, working with appropriate trustee committees, manages the resources of The Girls School. S/he generally attends all regular business meetings of the board of trustees as well as all finance committee meetings and any ad hoc committees concerning finance. S/he maintains professional relationships with the school's banks, lawyers, auditors, investment managers, insurance carriers, contractors, vendors, and government regulators.

RESPONSIBILITIES

FINANCE

1. Prepares and reviews financial and budget statements, investment and capital project reports; presents to finance committee as appropriate. Keeps head and board informed as to the financial condition of the school.
2. Coordinates financing of major construction projects at direction of the head of school.
3. Monitors all loans and indebtedness, including interfund loans and transfers.
4. Develops and maintains school's multi-year financial model.
5. Performs annual research on tuition and fees, salaries and benefits and other benchmarking research as needed.

BUDGET

1. Assembles preliminary annual budget from departmental requests and estimates operating expense and income.
2. Establishes need and priority of requests in consultation with the head of school, department and division heads.
3. Develops recommendations to finance committee for annual tuition increases, financial aid budget, and salary plan increments in consultation with the head of school.
4. Prepares annual budget proposal for finance committee review and approval.
5. Insures that all expenditures are consistent with the approved budget, or that deviation from the budget is approved in advance by the appropriate authority.

ACCOUNTING

1. Responsible for establishing and maintaining appropriate procedures and controls for all financial systems.
2. Supervises business office activities involving payroll, accounts payable, accounts receivable, cash, financial aid, general ledger, purchasing, employee benefit administration, taxes and accounting systems.
3. Coordinates annual independent audit. Maintains relationship with the school's independent auditors and supervises preparation of work papers for annual audit. Responds to auditor's administrative recommendations in management letter.

PERSONNEL MANAGEMENT

1. Establishes and supervises the administration of personnel programs and policies.
2. Provides appropriate information to head of school for salary comparisons, both internal and external, including preparing employment contracts.
3. Supervises maintenance and security of personnel records.
4. Assists the head of school and the board of trustees in establishing appropriate employee benefit programs. Recommends changes to enhance benefits and/or reduce costs.
5. Supervises the administration of benefit programs.
6. Provides employee counseling regarding benefit programs available and methods by which employees may take advantage of such programs or file claims where appropriate.

STUDENT BILLING

1. Administers accounts receivable, financial aid, and student contracts.
2. Responsible for oversight and collection of aged accounts receivable.
3. In collaboration with the director of admission and the head of school, analyzes, reviews and approves individual financial aid awards.
4. Administers tuition refund insurance program, including filing claims and dispersing funds.

SAFETY AND INSURANCE

1. Works with insurance advisors and brokers to insure that adequate, appropriate and cost effective insurance is in force, including public liability, property and casualty, directors and officers, and Workers Compensation.
2. Advises the head of school of any situations which might have adverse safety or legal consequences for the school.

SKILLS

Accounting, financial analysis, contract negotiation, verbal and written communication, and personnel management. Must be flexible and willing to take on additional duties as needed as a member of a very small school faculty and staff. Additional duties could include lunch duty or carpool duty.

QUALIFICATIONS

The ideal candidate will be a CPA with a bachelor's degree in accounting with a minimum of 5 years in non-profit accounting. A working knowledge of nonprofit accounting is essential. Ability to relate to and work closely with diverse school constituencies.

SALARY AND BENEFITS

Salary commensurate with experience. The GSA offers a competitive benefits package including health insurance (medical and dental), life insurance, and a 401k with 6% employer matching.

The Girls' School of Austin, an equal opportunities employer, follows a policy of nondiscrimination with respect to employees and job applicants. Employee policies/procedures and the recruitment and hiring of prospective employees are made without regard to race, color, gender identity/expression, national origin, age, physical disability, sexual orientation, or other status protected by applicable law.