**COOPER CHRISTIAN ACADEMY**

**Business Manager**

**Personal Requirements**:

* Must have a **profession of faith**. Love the Lord – a solid, active Christian, attending a Bible-believing church
* **Agree** with Cooper Christian Academy’s Statement of Spiritual Beliefs.

**Experience**

* **2+ years of bookkeeping or accounting experience** (depending on the level of the role).
* **Hands-on experience with QuickBooks** (Desktop and/or Online versions).
* Experience with **financial reporting, reconciliation, payroll, and tax preparation**.
* Familiarity with **accounts payable (AP) & accounts receivable (AR), budgeting, and forecasting**.

**Technical Skills**

* **Proficiency in QuickBooks** (creating invoices, tracking expenses, reconciling accounts, generating reports).
* **Microsoft Excel & Google Sheets** (for advanced financial tracking & reporting).
* Knowledge of **payroll processing, tax compliance, tuition acceptance, and financial statements**.
* Able to **learn new software platforms**: i.e. our school Student Information System (SIS)

**Soft Skills**

* **Attention to detail** – crucial for accurate financial records.
* **Strong organizational skills** – handling multiple accounts and deadlines.
* **Problem-solving ability** – troubleshooting discrepancies in financial records.
* **Communication skills** – working with administration, parents, vendors, and clients.