



JOB TITLE: Director of Operations

DEPARTMENT: Administration

REPORTS TO: LCS Board

SUPERVISOR TO: Finance/HR Staff, Facilities Manager, Director of Technology, Cafeteria Manager

FLSA STATUS: Exempt

QUALIFICATIONS

- Born again Christian and Christian role model whose godly lifestyle and character demonstrate obedience to God and the Holy Scriptures
- Active member of an evangelical Trinitarian church
- Accepts and supports the school's statement of faith
- Four-year college degree; Bachelor's degree in accounting, business, or related field preferred
- Minimum of 3 years professional experience in accounting or business management
- Mastery knowledge of and successful experience in accounting, budgeting, finances and human resources
- Non-profit accounting experience preferred
- Proficiency in using and training staff in QuickBooks
- Proficient in MS Office applications
- Proficient in problem-solving and communication
- Ability to successfully manage peak demands especially during budgeting and recruiting seasons
- Collaborative management style and excellent listening skills
- Relational interpersonal style with respect to both internal and external constituents

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL DUTIES

- Integrate biblical principles and the Christian worldview throughout the workplace
- Participate in continuous professional development through professional reading, in-services, workshops and conferences
- Supervise the school's business operations and personnel including the enforcement of policies, prescribed procedures and communication of difficult decisions in a timely and effective manner
- Work in close collaboration and harmony with the educational leadership as it relates to finance and human resources

FINANCE

- Assist the board, educational leaders and other department managers in establishing and implementing school financial policies and procedures
- Prepare, in collaboration with school administration, the annual income and expense budgets for board approval.
- Oversee banking transactions (specifically reconciling all accounts, transferring funds between accounts and direct communication with bank personnel)
- Implement an effective procedure for collecting accounts receivable and resolving past due accounts
- Advise the school administration and board of actual spending compared to budget including preparation of monthly financial reports
- Participate in monthly board meetings and other board-related activities including board committee work
- Maintains secure storage of accounting records
- Trains and supervises finance staff
- Keep current on all IRS regulations and effectively implement them
- Prepare Quarterlies and assist accounting services with other annual IRS forms
- Prepare financial statements and all supporting schedules in preparation for the annual review or audit.
- Assist the development director in the accounting of all restricted contributions consistent with the donors' instructions
- Maintain records of fixed assets and depreciation or amortization

HUMAN RESOURCES

- Oversee and assist administration and management with the recruitment, hiring and orientation for new employees
- Oversee management of personnel records including leave, payroll, and benefits
- Oversee the preparation and communication of the salary and benefit package
- Oversee the preparation of employee contracts in collaboration with school administrators and other managers
- Oversee and assist school administration in the preparation of the employee handbook
- Administrate and communicate COBRA information for former employees
- Process Payroll & Payroll Liabilities on a semi-weekly schedule
- Stay current with all state and federal employee-related personnel laws
- Assist administration and management in addressing and facilitating resolution of employee concerns
- Develop and manage human resource procedures and forms
- Effectively implement federal and state employment law and personnel procedures

FACILITY/TECHNOLOGY/CAFETERIA

- Oversee and ensures the safe, clean and orderly daily operations of facilities; 110,000 square foot facility, 26 acres, with 10 different structures
- Assist Director of Technology and Facilities in developing and implementing departmental policies and procedures including state and federal regulations
- Oversee the rental of all facilities which includes contract negotiations and related administration of lease agreements
- Assist Director of Technology in developing, maintaining and servicing technology needs

- Assist Cafeteria Manager in providing a safe, clean and effective lunch program according to health standards and regulations

OTHER DUTIES

- Oversee record-retention policy and procedures
- Serve on the Board's Finance, Facilities, and Marketing and Development committees and relevant school improvement teams

To view the complete job description and for instructions on how to apply, please visit <http://lcschool.org/contact-us/employment/>.