



Position Title: Business Manager

Reports To: Head of School

FLSA Status: Exempt (Full-Time)

Location: Scattergood Friends School, West Branch, IA

Position Summary

The Business Manager is a key member of the school's administrative leadership team, responsible for the effective management of the school's financial and business operations. This position ensures the school's fiscal health and operational integrity while upholding the values, testimonies, and community-centered approach of a Friends (Quaker) *boarding and day* educational environment.

The Business Manager oversees budgeting, accounting, payroll, purchasing, risk management, and partners closely with the Head of School and School Committee (Board) to steward the school's financial sustainability.

Key Responsibilities

Financial Management

- Develop, monitor, and manage the annual operating budget in collaboration with the Head of School and Finance Committee.
- Maintain accurate financial records and prepare monthly, quarterly, and annual financial reports for the Head of School and Finance Committee.
- Manage tuition billing, accounts receivable, accounts payable, payroll, and cash flow.
- Support annual audits and ensure compliance with all applicable accounting standards and regulatory requirements.
- Work with the Head of School to model multi-year financial projections and long-term sustainability plans.
- Provide department heads with regular budget reports and help oversee the management of departmental budgets.

Human Resources & Payroll

- Oversee payroll and employee benefits administration.

- Ensure compliance with employment laws and school personnel policies.
- Support hiring, onboarding, background checks, and performance evaluation processes in partnership with the Head of School.

Facilities & Operations

- Provides oversight for facilities maintenance, safety, and security and ensures legal and insurance related compliances.
- Manage vendor relationships, insurance coverage, and risk management programs.
- Oversee contracts and ensure cost-effective and ethical purchasing practices.

Governance & Strategic Support

- Serve as staff liaison to the School Committee, providing clear and accurate financial reports and analysis.
- Contribute to strategic planning, financial forecasting, and policy development.
- Support Quaker decision-making processes in administrative and community matters.

Community & Mission Alignment

- Communicate with transparency and respect across the school community regarding financial and operational matters.
- Model and uphold Quaker testimonies of integrity, simplicity, stewardship, equality, and community in all aspects of the role.
- Participate fully in school life, supporting events and fostering relationships among staff, families, and students.

Qualifications

Education & Experience

- Bachelor's degree in accounting, finance, business administration, or related field required.
- Experience in financial or business management, ideally in an educational or nonprofit setting.
- Familiarity with nonprofit accounting standards and systems (e.g., QuickBooks Online, Blackbaud Tuition Management, Financial Aid Management, eTapestry) or similar.

Skills & Attributes

- Strong analytical, organizational, and problem-solving skills.
- Proficiency in Excel, Google Sheets and other spreadsheet software platforms.
- Excellent interpersonal and communication abilities.
- Ability to balance strategic thinking with hands-on management.

- Commitment to equity, inclusion, and ethical stewardship of resources.
 - Appreciation for Quaker values and Scattergood's mission (prior experience in a Quaker setting a plus).
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Compensation & Benefits

Competitive salary commensurate with experience. Benefits include on-campus housing, meals when school is in session, health insurance, retirement plan, tuition remission, professional development opportunities, etc.

Email cover letter, resume, and 3 reference contacts to John Zimmerman, Head of School at jjzimmerman@scattergood.org.