



## **Business Manager**

Mountain Lake Christian School seeks a full-time business manager. This position will begin in July 2018, but an earlier start date might be available for the right candidate.

The Business Manager will be responsible for activities in three areas plus additional duties as assigned:

### Financial Management

- Correctly calculating, billing, and collecting tuition, fees, and any other monies due to MLC (Accounts Receivable)
- Ensuring all bills are paid in a timely fashion (Accounts Payable)
- Ensuring all financial activities are properly recorded and financial statements are accurate
- Ensuring all reports are submitted to the proper authorities (MN Dept. of Ed., Secretary of State, etc.) prior to deadlines
- Running monthly payroll
- Ordering books and supplies
- Maintaining business records in accordance with state/federal law and/or school policy

### Fundraising

- Providing timely receipts for all donations and year-end statements to all donors
- Maintaining the annual development calendar and ensuring fundraising events and appeals take place as planned
- Setting appointments for fundraising visits as directed by the administrator
- Recording donations into accounting software and determining the profit/loss of various fundraising activities
- Recruiting and managing volunteers for fundraising events

### Alumni Relations

- Developing a database of all alumni
- Obtaining contact information for all living alumni
- Maintaining contact with living alumni through email, mailings, and newsletters



## Qualifications

### **Required**

- \* Bachelor's degree from an accredited college or university.
- \* Ability to articulate a personal relationship with Jesus Christ.
- \* Superb customer service and people skills.
- \* The ideal candidate will be detail-oriented and able to work with minimal supervision in a fast-paced, dynamic environment.

### **Preferred**

- \* Degree in the fields of Business, Finance, or Accounting
- \* Experience with Quickbooks and/or Quickbooks Online
- \* Previous business or accounting experience particularly in a non-profit setting

## Compensation

This position offers a competitive salary based on experience and qualifications. In addition, MLC offers lunch and tuition benefits.

## For More Information or To Apply

Send your resume to [mjames@gomlc.org](mailto:mjames@gomlc.org) or call 507-427-2010. Review of applications will begin on December 1, 2017. For full consideration, please apply by November 30.

## About the School

Mountain Lake Christian School is an inter-denominational, PK-12 school whose goal is to provide excellence in education while instilling humility in Christ. MLC is a hidden gem located in Mountain Lake, MN, a warm and welcoming rural community of 2,500 with an outstanding cost of living. The nearby towns of Worthington and Mankato provide attractive shopping and cultural opportunities.



## **Business Manager**

Mountain Lake Christian School seeks a full-time business manager. This position will begin in July 2018, but an earlier start date might be available for the right candidate.

The Business Manager will be responsible for activities in three areas plus additional duties as assigned:

### Financial Management

- Correctly calculating, billing, and collecting tuition, fees, and any other monies due to MLC (Accounts Receivable)
- Ensuring all bills are paid in a timely fashion (Accounts Payable)
- Ensuring all financial activities are properly recorded and financial statements are accurate
- Ensuring all reports are submitted to the proper authorities (MN Dept. of Ed., Secretary of State, etc.) prior to deadlines
- Running monthly payroll
- Ordering books and supplies
- Maintaining business records in accordance with state/federal law and/or school policy

### Fundraising

- Providing timely receipts for all donations and year-end statements to all donors
- Maintaining the annual development calendar and ensuring fundraising events and appeals take place as planned
- Setting appointments for fundraising visits as directed by the administrator
- Recording donations into accounting software and determining the profit/loss of various fundraising activities
- Recruiting and managing volunteers for fundraising events

### Alumni Relations

- Developing a database of all alumni
- Obtaining contact information for all living alumni
- Maintaining contact with living alumni through email, mailings, and newsletters



## Qualifications

### **Required**

- \* Bachelor's degree from an accredited college or university.
- \* Ability to articulate a personal relationship with Jesus Christ.
- \* Superb customer service and people skills.
- \* The ideal candidate will be detail-oriented and able to work with minimal supervision in a fast-paced, dynamic environment.

### **Preferred**

- \* Degree in the fields of Business, Finance, or Accounting
- \* Experience with Quickbooks and/or Quickbooks Online
- \* Previous business or accounting experience particularly in a non-profit setting

## Compensation

This position offers a competitive salary based on experience and qualifications. In addition, MLC offers lunch and tuition benefits.

## For More Information or To Apply

Send your resume to [mjames@gomlc.org](mailto:mjames@gomlc.org) or call 507-427-2010. Review of applications will begin on December 1, 2017. For full consideration, please apply by November 30.

## About the School

Mountain Lake Christian School is an inter-denominational, PK-12 school whose goal is to provide excellence in education while instilling humility in Christ. MLC is a hidden gem located in Mountain Lake, MN, a warm and welcoming rural community of 2,500 with an outstanding cost of living. The nearby towns of Worthington and Mankato provide attractive shopping and cultural opportunities.