**Position:** Business Manager  
**Employee Time:** Full-time

### POSITION PURPOSE

The Business Manager is responsible to maintain a thorough and efficient operation of all non-instructional services of the school including finance, national personnel management, recruitment, supervision, and review in compliance with the policies and directive of the board and school’s manuals.

### DIMENSIONS

<table>
<thead>
<tr>
<th>Reports to</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision over</td>
<td>12 - 15 staff</td>
</tr>
<tr>
<td>Budget Management</td>
<td>$500K to $600K</td>
</tr>
</tbody>
</table>

### JOB REQUIREMENTS

| Education/Experience: | 1. Bachelor’s Degree in Business Administration/Accounting or similar related discipline  
2. At least five (5) years of prior related management position involving leadership responsibilities.  
3. An understanding of fund accounting and generally accepted accounting practices in Guatemala and the United States. |

### BUSINESS COMPETENCIES AND GENERAL SKILLS

- Proven capacity to lead teams from different countries and cultures.  
- Strong interpersonal communication and customer service skills.  
- Substantial business acumen in general management, financial management and operations with work experience in the mission/ministry sector.

- Strong English and Spanish language skills including excellent presentation and writing skills.  
- Strategic thinker with clear comprehensive understanding of the link between operations and business strategy.  
- Commitment to Christian ethos of mission and ministry.  
- Ability to train and develop capacity in country-level staff.
### AREAS OF RESPONSIBILITY

#### 1. General
   a. Assume the responsibilities of the director when the director is not present on campus.
   b. Serve on the administrative team to ensure integration and efficiency of the different departments.

#### 2. Financial and Resource Management
   a. Be accountable for the school budget, resources and assets, ensuring financial controls and cost effectiveness.
   b. Develop and manage CAG’s operating budget including major capital investments or expenditures.
   c. Oversee and ensure compliance with local policies and ethical guidelines and comply with CAG’s guidelines on purchasing and security.
   d. Working with the director and the board to develop and execute a long-term fundraising plan

#### 3. Facilities
   a. Oversee all aspects of the school’s facilities and maintenance department, including supervision and annual evaluation of the maintenance personnel
   b. Cooperate with the director and the board to manage the Campus Development Funds and all projects related to campus development
   c. Manage all non-CAG usage of the campus facilities and maintain current inventory of all capital assets.

#### 4. Legal Compliance
   a. Ensure legal compliance in all areas: labor laws, taxes, insurance, health and safety, and other local requirements.
   b. Responsible for ensuring all operational areas are following Christian Academy of Guatemala policies and procedures in accordance with CAG’s approved manuals and handbooks.

#### 5. Spiritual Leadership
   a. Participate in and lead regular devotional meetings.
   b. Provide spiritual care for staff
   c. Model a high standard of personal Christian leadership, ministry and integrity through lifestyle and work relationships

#### 6. Staff Management
   a. Effectively lead the team within the performance management framework as well as coach staff.
   b. Ensure methods of operation and working behavior are in line with Christian Academy of Guatemala values, policies and in legal compliance.
   c. Recruit staff in accordance with local requirements and Christian Academy of Guatemala procedures.

#### 7. Security and Risk Management
   a. Lead the Health and Safety Committee, who is in charge of overseeing the safety of students and staff at Christian Academy of Guatemala.