



**Position:** Business Manager

**Employee Time:** Full-time

<b>POSITION PURPOSE</b>	
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.	
<b>DIMENSIONS</b>	
<b>Reports to:</b>	Director
<b>Supervision over:</b>	12 – 15 staff
<b>Budget Management:</b>	\$500K to \$600K
<b>JOB REQUIREMENTS</b>	
<b>Education/Experience:</b>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Business Administration/Accounting or similar related discipline</li> <li>2. At least five (5) years of prior related management position involving leadership responsibilities.</li> <li>3. An understanding of fund accounting and generally accepted accounting practices in Guatemala and the United States.</li> </ol>
<b>BUSINESS COMPETENCIES AND GENERAL SKILLS</b>	
<ul style="list-style-type: none"> <li>• Proven capacity to lead teams from different countries and cultures.</li> <li>• Strong interpersonal communication and customer service skills.</li> <li>• Substantial business acumen in general management, financial management and operations with work experience in the mission/ministry sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong English and Spanish language skills including excellent presentation and writing skills.</li> <li>• Strategic thinker with clear comprehensive understanding of the link between operations and business strategy.</li> <li>• Commitment to Christian ethos of mission and ministry.</li> <li>• Ability to train and develop capacity in country-level staff.</li> </ul>

## **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.