**Business Officer**

The Business Officer will work closely with the Head of School in all financial aspects of the school. The Business Officer will be responsible for the management of employees in the Head of School’s absence.

**Primary Responsibilities**

* Report, monthly, to Head of School and Finance Committee regarding overall financial reports of school.
* Attends Administrative and Faculty meetings.
* Works with the Head of School and Finance Committee to prepare and maintain budget and chart of accounts.
* Provide oversight and administration for the financial reporting of the school and the annual audit. Adjust, as recommended by the auditors, to close books each year.
* Prepare and process sales tax.
* Prepare Form 5500 and send out any letters to employees about Form 5500.
* Work with accountants to prepare income statements.
* Prepare year end documents.
* Manage 401k.
* Coordinate and administer the annual financial aid process.
* Prepare Dependent Care Letter as requested.
* Employee Onboarding: Payroll/tax forms, health insurance and 401k.
* Employee Contract Review.
* Bi-monthly payroll; adjust as needed for substitutes which includes tracking employee absences.
* Manage all business and financial relationships for the school, including banking and loan administration, accounting, 401k administration, health insurance, and general insurance.
* Process, manage and record all receivables and payables daily, reconciliations, investment accounts, PayPal, and annual audit.
* Manage deposits and transfers between school accounts.
* Manage, prepare, and record HSA insurance activity.
* Prepares annual tuition and fee schedules based on final approval of the Board of Trustees.
* Coordinate and jointly manage the annual re-enrollment and admissions process.
* Prepare the annual tuition payment agreements for new and returning students. Process and manage all tuition payments including those paid with credit card.
* Process monthly letters for late accounts
* Keep the Head of School informed of all the school’s financial affairs and condition.

**Necessary Skills**

* Three years’ experience with budgets, payroll, bookkeeping
* QuickBooks online
* Ability to handle multiple assignments and meet deadlines
* Ability to work collaboratively and independently
* Ability to use and learn new technology and software programs

The Montessori School of Westminster (MSW), situated on 27 acres just north of the city of Westminster, is a non-profit school serving students age 2 – grade 9 guided by the philosophic beliefs of Dr. Maria Montessori. Our school cultivates independent, self-advocating, intellectually curious learners engaged in a global community.