



Where Bright Minds Find Bright Futures

Trident Academy in Charleston, South Carolina seeks a new **Business Manager**. Founded in 1972, the School's mission is through individualized, multi-sensory, and research-based teaching approaches, to transform the lives of cognitively capable K-12 children diagnosed with learning differences. Trident Academy is well known for providing a safe, nurturing, and structured environment that supports both learning and confidence building.



The School has retained **Big Back Pack LLC** to execute a national search for its next **Business Manager**. For more information, contact **Hacker Burr** at hacker@bigbackpack.org.

The Position

The Business Manager shall be responsible for the maintenance and review of all School financial records, the implementation and oversight of the School's annual and long range budgets, facilities, human resources and other related matters assigned to the position by the Head of School. The Business Manager shall function under the direct supervision of the Head of School, to whom he/she shall be responsible for the development of plans and the management of all affairs under his/her purview.

Successful candidates will have measurable experience and interest in both finance and operations as well as demonstrated leadership in a strategic role. The School is looking for a person that is an outstanding financial professional, effective communicator, and a true team player.

Primary Functional Responsibilities

Responsibilities include the following:

- To supervise the business office and use standard accounting and bookkeeping procedures, to keep an accurate continuous record of the cash and financial position of

the school and manage the financial operation of the school so that the institution remains financially stable.

- To prepare a monthly operating statement for the Head of School and the Board of Trustees.
- To provide a monthly report of expenditures for use of each individual budget within the school.
- To establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting early in the calendar year.
- To provide for the securing of an annual audit of the school's financial records and financial positions.
- To oversee the collection of tuition and fees in conjunction with Trident Academy's tuition management system.
- To manage all other accounts receivable.
- To oversee all school purchasing, financial investments, banking activities, payroll and benefits programs.
- Manage the development operations functions - charitable giving.
- To provide staff support, in conjunction with the Head of School, to the Finance Committee and the Executive Committee of the Board of Trustees.
- To manage risk at the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- To oversee and coordinate the work of the secretarial staff and support staff.
- To assist the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.
- To assist the Head of School with financial aid decisions for students and families.
- To represent the school at various regional, state, and national associations relative to the role of being the Business Manager.
- To perform other duties as assigned by the Head of School.
- To support the school and its leadership.

Core Qualifications and Credentials

The ideal candidate for the Business Manager position should have the following work experiences and skill sets:

- Bachelor's degree is required, CPA, M.B.A. and/or a master's degree in a related field -- accounting, finance.
- Five (5) years of work experience in a financial and business leadership position.
- Experience in an independent secondary school, non profit organization, college or university setting strongly preferred. Individuals with strong financial and leadership experience in a related field are encouraged to explore this opportunity.

- A strong background in financial systems, modeling and forecasting, investment and risk management; support services administration, business services, human resources and benefit administration.
 - Proven ability to effectively interface with multiple stakeholders at all levels of the School community.
 - Excellent communication skills, both oral and written.
 - Knowledge of and experience in setting up effective financial controls.
 - Strong background in finance, budgeting, investing, and cash management.
 - Effective negotiation skills in developing agreements with external vendors.
 - Interest in industry associations and “best practices” and the ability to keep current, and bring about appropriate change.
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Key Qualities of a Successful Candidate:

The School hopes to find candidates who embody the following personal qualities:

- Care and concern for all members of the School community and a demonstrated interest in supporting and advocating for the faculty and staff.
 - Creativity, a positive outlook, warmth, proactive orientation, empathetic leadership, humility, and a sense of humor are helpful.
 - An open mind and heart, striving to build positive relationships with all.
 - Ability to thrive in a dynamic environment -- prepared to anticipate, absorb, and adapt to new ideas and initiatives.
 - Ability to self-manage and guide complex projects through to completion.
 - Ability to set priorities, organize, and work independently. Strong delegation skills.
 - Ability to think strategically about both finances and larger School concerns, while working to balance and prioritize the current needs of the School.
 - Interest in being a life-long professional learner in response to both the changing landscape of independent school education as well as the greater world.
 - Ability to communicate complex financial information to a broader audience.
 - Understanding and appreciation of the School’s history and community.
 - Authentic commitment to excellent customer service and caring for all families and members of the School community.
 - Approachable and accessible. A calm and confident professional.
 - High level of integrity, an extraordinary work ethic, and an interest in being a positive role-model.
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Opportunities for the Business Manager

- Build and/or maintain the School’s short and long-term strategic financial models in response to a new Strategic Plan.

- Increase focus on treasury management -- cash flow and collections.
 - Examine existing financial systems, business relationships, infrastructure and operations to provide improved services as well a unified and positive experience for all stakeholders.
 - Leading in the facilitation of real estate transactions related to available acreage on campus.
 - Advancing facilities management and direction of maintenance staff.
 - Coordinating lease agreements for facility rental.
 - Continue to advance the customer service mindset of the business office for all stakeholders.
 - Finally, the new Business Manager will be encouraged to bring fresh ideas on a whole host of issues, including tuition pricing, financial aid, increasing revenue and internal policies and controls that allow for increased transparency related to budgeting, forecasting, and long-term viability questions.
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Working at Trident Academy

Trident Academy looks for enthusiastic and dynamic individuals who are able to provide an engaging and targeted education for our students.

Under state and federal law, Trident is to recruit, hire, train and promote persons in all job titles without regard to legally protected status, including race, color, religion, gender/sex (including sexual orientation and identity – specifically homosexual and transgender status), pregnancy or related condition, age, national origin, military membership or obligation, disability, protected genetic information, protected association or protected activity (opposition to prohibited discrimination or participation in a statutory complaint process) or, to the extent precluded by law, association with another of protected status. This law prohibiting discrimination based on legally protected status extends to all compensation, benefits, terms, conditions and privileges of employment. Under circumstances provided in the Act, the Uniformed Services Employment and Reemployment Rights Act (USERRA) also provides certain protected status rights arising from past or present membership or obligation to serve in uniformed services under circumstances provided in the Act.

To Apply

Interested and qualified candidates should submit electronically in one email and as **separate PDF documents** the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice

- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:



Hacker Burr
Senior Search Consultant
Big Back Pack, LLC
hacker@bigbackpack.org