



# KING'S WAY

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## Director of Business

### Job Description

**Hours:** 40 Hours per week; salaried; 12-month contract

**Pay Rate:** \$18-\$21/hr; commensurate with experience

**Reports to:** King's Way Board of Directors

**Position Type:** Business director

**Summary:** The applicant shall manage and report all financial and business happenings of the school. The director of business shall reflect the purpose of the school to honor Christ at all times.

#### **Required Professional Qualities:**

The candidate shall have the following:

- Degree from an accredited postsecondary institution
- Experience in administrative tasks
- Experience with business management
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in Google Suites, doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet and websites.

#### **Required Personal Qualities:**

It is expected that this person will:

- Possess exceptional customer service and relational skills to interact positively with students, peers, parents and board of directors.
- Have knowledge of office procedures and methods, including those related to social communications skills, social media, and proper office etiquette.
- Meet everyday stress with emotional stability, objectivity, and optimism.

#### **Essential Job Functions:**

It is expected that the director of business will exhibit:

- Spiritual Leadership
- Maintain professional ethics as reflected in Scripture, integrating biblical principles and the biblical worldview throughout the workplace.
- Attend, and be involved in, a local church and/or fellowship.
- Model Christ-like behavior on and off the job; adheres to and expresses Christian walk/faith.
- Follow the Matthew 18 principle in dealing with and addressing conflict with students, parents, staff, and administration.



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- Set an example of spiritual and professional growth.

## Professionalism

- Accomplish the goals and objectives assigned.
- Adhere to state laws, rules and regulations, and uphold King's Way policies.
- Be on time to all assigned places of duty.

## Departmental Responsibilities:

It is expected that the director of business will:

- Oversee all financial operations, including budgeting, forecasting, invoicing, payroll and financial reporting.
- Conduct risk analysis to identify potential financial risks and develop mitigation strategies.
- Ensure compliance with all regulatory requirements and internal policies.
- Manage cash flow analysis to optimize liquidity and funding strategies.
- Prepare detailed financial reports for the board of directors.
- Develop financial policies and procedures that enhance operational efficiency.
- Ability to make informed decisions based on data analysis.
- Create employee contracts each year.
- Manage all HR responsibilities of the school.
- Organization skills are a must.
- The ability to handle/manage multiple projects at one time.
- Maintain strict confidentiality of all money related information.
- Be expected to be available during school hours (7:00am - 3:30pm) and for additional events as needed (including evening or weekend activities related to the school's needs).
- Occasionally travel for professional development or school-related events.
- Reflect the purpose of the school, which is to honor Christ in every activity, policy, and decision.
- Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Attend and participate in scheduled staff prayer, parent teacher conferences, devotionals, in-services, faculty meetings, and professional development sessions.
- Know the procedures for dealing with emergency situations.
- Be willing to assist in school activities not directly related to your job.



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- Clearly and kindly communicate school rules and consistently enforce them. Keep proper discipline on school premises and at school-sanctioned field trips and events.
- Manage student discipline issues alongside the director of education. Treat behavior problems individually as a biblical teaching opportunity; privately discuss them with students.
- Ability to use personal vehicle for work purposes (such as field trips and trips to the bank, post office and store).
- Communicate regularly and effectively to parents and board of directors.
- Plan and work collaboratively with other staff members.
- Be self-motivated and able to work independently
- Be encouraging, kind, and respectful with students, staff and families.

## **Additional Duties or Responsibilities:**

It is expected that the director of business will:

- Represent the school in a positive light internally and externally when necessary and beneficial. This includes representing the school in a Christ-like way on all personal social-media platforms. Must be mindful of not sharing school issues whether good or bad, just sharing what is posted on the direct page.
- Perform all miscellaneous duties, as assigned (i.e. events, chapel messages, clubs, committees, etc.)
- Maintain current First Aid, CPR, and AED certifications as required by King's Way.
- Participate in all training, and other events, as requested

## **Physical Expectations Statement**

As part of your role within King's Way, you will be required to meet the following physical expectations to ensure a safe and effective learning environment for our students:

1. **Mobility:** This position requires the ability to move freely and efficiently around the office and school premises. You will frequently be on your feet for extended periods, engaging with students, supervising activities, and assisting with various tasks. You will also be sitting for large amounts of time at a computer.
2. **Lifting and Carrying:** You must be capable of lifting and carrying items weighing up to 40 pounds. This may include but is not limited to, classroom supplies, educational materials, and assisting students as necessary.



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3. **Physical Activity:** Some physical activity is required. May vary depending on day and tasks assigned.
4. **Safety Compliance:** Adherence to all safety guidelines and procedures is mandatory to ensure the well-being of both staff and students.

By accepting this position, you acknowledge your understanding of these physical requirements and confirm your ability to meet them. If accommodations are needed to fulfill these duties, please discuss them with the board of directors to ensure a supportive work environment.

Please submit all inquiries and resumes to [kwawarriors@gmail.com](mailto:kwawarriors@gmail.com).  
For more information, visit our website at [www.kwawarriors.org](http://www.kwawarriors.org)