

ILLINOIS LUTHERAN SCHOOLS, INC.
(ILS)

Position Description
Financial Manager

Primary Qualifications Necessary:

1. Basic accounting knowledge
2. Proficient in using Excel and simple accounting software
3. Staff management and delegation skills
4. Financial analytical skills
5. Organizational skills
6. Communication skills

Accountability:

1. The Financial Manager shall be accountable to the Administrator and Treasurer.

This position description shall be reviewed by the Board of Directors in the regular policy review cycle and as the position needs to be filled.

Duties and Responsibilities:

The specific duties and responsibilities of the Financial Manager include, but are not limited to the following:

1. Work with Treasurer and Finance Committee to update long-term financial plan.
2. Work with Treasurer and Finance Committee to develop detailed annual budgets, including obtaining input from various committees, athletic director, department heads, principals, administrator, Boosters and others.
3. Supervise tuition management and collection, including contacting parents with delinquent tuition to develop repayment plans.
4. On a monthly basis:
 - a. Process payroll
 - b. Review cash receipts recorded by secretaries
 - c. After bills are recorded by secretaries, review bills for proper approvals,

supporting documentation, expense coding and accurate recording and then prepare checks for Treasurer to sign.

- d. Review bank reconciliations prepared by secretaries
 - e. Reconcile other general ledger accounts.
 - f. Review general ledger.
 - g. Prepare and Analyze Treasurer's report.
 - h. Review Treasurer's report with Treasurer and Administrator, highlighting significant and unusual items.
 - i. Distribute department income statements to Athletic Director, Property & Grounds, Principals, Communications Committee and others.
5. Monitor disbursements for compliance with the budget and communicate status of budget line items with principals and administrator.
 6. Administrator 403(b) plan (i.e. enrollment of employees, coordinating meetings with financial advisors, etc.).
 7. Administrator health insurance and other employee benefit plans (i.e. enrollment of employees, processing changes in coverages, annually meet with insurance broker to adjust plan for cost savings and additional coverages for employees, etc.).
 8. Annually review insurance policies with brokers for additional coverages, opportunities for savings and other changes.
 9. Review contracts (i.e. utilities) and vendor relationships for potential cost savings and/or increased quality of service and products.
 10. Attend finance committee meetings.
 11. Work with Charger Parent Association (CPA) to administer Scrip program (i.e. process orders, account for funds, etc.)
 12. Oversee the billing of the daycare program by the grade school secretary and monitor collections of these amounts.
 13. Donations:
 - a. Work with principals to update and communicate wish list items.
 - b. Develop programs to promote donations.
 - c. Oversee updating of donation database and prompt mailing of thank you letters to contributors.