



Calvin Christian School

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Elementary: 245 Sutton Avenue, Winnipeg, Manitoba R2G 0T1 (204) 338-7981 Fax: (204) 339-3280

Collegiate: 706 Day Street, Winnipeg, Manitoba R2C 1B6 (204) 222-7910 Fax: (204) 222-8511

Business Manager — Job Description

Position Title: Business Manager

Reports To: Finance Committee of the Board of Directors

Works Closely With: Elementary Principal, Collegiate Principal, Financial Director

Supervises: Financial Manager

Employment Status: One-year term, approximately 50% FTE for 2026-27, with genuine potential for expanded scope

Start Date: 2026-27 school year

Position Summary

The Business Manager provides leadership and oversight for the operational and administrative functions of Calvin Christian School. This position supports the effective stewardship of school resources by coordinating business operations, human resources administration, operational services, transportation, technology, insurance, contracts, and other organizational functions.

Working collaboratively with the Principals, Financial Director, and Financial Manager, the Business Manager helps ensure that the school's administrative and operational systems effectively support the mission and day-to-day functioning of Calvin Christian School.

Over the course of the first year, the school intends to consolidate the responsibilities currently held by the Financial Director into this position. These include monthly reconciliations and preparation of financial statements, leadership of the annual budget process, and management of the annual audit. The Financial Director will remain on staff through this period to provide training, documentation, and a structured handover, including a full budget cycle and a full audit cycle, so that the transition occurs without disruption to school operations. The Financial Director carries the bulk of this work through year one; the pace at which it transfers will be set collaboratively and adjusted to the successful candidate's experience and capacity.

The school is currently working through a review of its administrative structure. The immediate priority for this position is continuity: keeping the school's business and financial operations running reliably and well while those decisions are made.

Key Responsibilities

Financial Administration and Reporting

- Work collaboratively with the Financial Director and Financial Manager to support the school's financial operations.
- Assist with tuition collection processes and tuition arrears procedures.
- Review and approve designated financial transactions in accordance with established policies and signing authorities.
- Support the development and implementation of financial policies, procedures, and internal controls.
- Research and recommend improvements to financial systems, reporting tools, and operational processes.
- Support administration and the Finance Committee through information gathering, analysis, and reporting as required.

Responsibilities transitioning from the Financial Director during year one:

- Complete the monthly bank reconciliation and balance sheet reconciliations.
- Review monthly expenses for correct categorization and post month-end adjustments as required.
- Prepare monthly financial statements for review and approval by the Finance Committee and the Board of Directors.
- Verify the collection of tuition, donations, and other receivables, and verify expenses, through monthly reconciliation and review.
- Lead the preparation of the annual budget, gathering projected expenses, salary assumptions, and other inputs from the Principals, compiling them into a working budget, and modelling the resulting tuition requirement.
- Present the draft budget to the Finance Committee, incorporate its input, and support the budget through Board approval in advance of the Annual General Meeting.
- Lead the annual audit following the June 30 fiscal year end, coordinating with the auditors and the Financial Manager to meet the October 31 government filing deadline.
- Review the audited financial statements and present them to the Board for approval.
- Ensure government remittances are prepared and submitted on time and in accordance with policy and legal requirements.
- Oversee annual charitable receipting and the preparation of the T3010 Charity Information Return.
- Oversee the payroll process and the correct configuration of the payroll system, working with the Financial Manager who performs the data entry.
- Prepare the salary schedule as an input to the annual budget.

- Administer the school's financial assistance and bursary program, including the Apple Financial assessment process and the application of Board-approved award rules.
- Maintain the capital asset register and monitor school loans, leases, and long-term debt obligations.

Government and Regulatory Reporting

- Provide business, financial, and school data required by the Ministry of Education, MFIS, PCCE, and other associations to maintain the school's legal status and funding eligibility.
- Support auditor and Ministry reviews related to enrolment and funding.
- Ensure school and student records are maintained in conformity with government regulation.

Human Resources Administration

- Coordinate employment-related administrative processes, including contracts, salary letters, employee handbook and employee records.
- Maintain employee personnel files and compliance documentation.
- Track and maintain Criminal Record Checks, Child Abuse Registry Checks, and other employment requirements.
- Assist with employee onboarding and orientation processes.
- Support benefits administration and related employee communications.
- Assist with the implementation and administration of employment policies and procedures.
- Support staffing and succession planning discussions as requested.

Operational Services

- Manage insurance policies, renewals, certificates, and related documentation.
- Coordinate operational contracts, leases, and service agreements.
- Maintain relationships with vendors and service providers.
- Serve as the school's point of contact with the contracted transportation provider, handling periodic correspondence and related family communication. Transportation is outsourced, so this is a limited part of the role.
- Oversee annual Chromebook purchasing and replacement planning.
- Coordinate technology-related vendor relationships and service agreements.
- Manage building security access systems and related records.

Process Improvement

- Identify administrative processes, particularly repetitive data entry and record-keeping tasks, where school systems and available technology tools could reduce staff workload and improve accuracy.
- Work with office staff to introduce practical improvements to routine workflows, including the appropriate use of AI-assisted tools where they add value.
- Document office procedures so that key processes are repeatable and not dependent on any single staff member.
- Ensure that any technology used in administrative work meets the school's expectations for accuracy, privacy, and the handling of student and family information.

Before and After School Program (BASP)

- Provide operational oversight and administrative support for the Before and After School Program.
- Support program planning, staffing, and operational processes.
- Monitor program sustainability and future staffing needs.
- Work collaboratively with the BASP Coordinator, Principal, and Financial Manager to support program success.

Facilities and Community Use

- Coordinate facility rental agreements and related documentation.
- Maintain operational records related to facility use agreements and contracts.
- Support administration in managing external partnerships and facility users.

Leadership and Collaboration

- Supervise and support the Financial Manager.
- Participate in administrative meetings and planning processes.
- Work collaboratively with Principals, the Financial Director, and other school leaders.
- Provide recommendations regarding operational improvements and organizational effectiveness.
- Support school-wide initiatives and strategic priorities as assigned.

Qualifications

- Be a committed follower of Jesus Christ and actively involved in a Christian church community.
- Support the mission, vision, and Foundational Beliefs of Calvin Christian School.
- Have experience in business administration, operations management, finance, human resources, nonprofit administration, or a related field.
- Demonstrate strong organizational, analytical, and problem-solving skills.
- Possess excellent communication and interpersonal skills.
- Be able to manage multiple priorities while maintaining a high degree of professionalism and confidentiality.
- Demonstrate the ability to work collaboratively with staff, families, volunteers, and community partners.
- Be comfortable with financial and administrative software, and willing to learn the school's existing systems.
- Be comfortable working within an organization undergoing structural change, where priorities may shift and some questions remain open.
- Have bookkeeping or accounting experience sufficient to take on reconciliations, month-end adjustments, and the preparation of financial statements following a period of training. A professional accounting designation is not required.

Considered a strong asset:

- Experience using AI tools to automate or streamline administrative work, for example, reducing manual data entry, processing forms, drafting routine correspondence, or reconciling records.
- A track record of improving office processes and building practical tools that others can use.
- Experience in a nonprofit, charitable, or independent school environment.
- Experience preparing an organizational budget or supporting an external audit.

Term and Scope of the Position

This position is established as a one-year term at approximately 50% of full-time for 2026-27. Throughout that year the Financial Director remains in place and retains primary responsibility for the school's financial reporting, budget, and audit, with the Business Manager participating and progressively taking the work on.

Calvin Christian School is in a period of organizational review. The school is actively examining its senior administrative structure, and the decisions arising from that review will shape how this position develops. For that reason the term is genuine: the school is not in a position to guarantee the scope, hours, or continuation of the role beyond 2026-27, and the reporting relationship may change.

What the school can say is that the responsibilities gathered here are substantial and currently under-resourced. The financial leadership work alone requires more time than is presently allocated to it, and that is before the operational scope described above. The school has deliberately not over-specified the future shape of this position, because it would rather build the role around the strengths of the person hired than fit a person to a fixed description. A candidate who takes hold of this work capably will have real influence over how the position develops.

Workload is not evenly distributed across the year. Month-end close, budget season, and the annual audit each carry heavier demands, and hours should be expected to vary accordingly.

Membership Requirement

As a covenantal Christian school governed by the Greater Winnipeg Society for Christian Education, successful applicants must be eligible for membership in the Society and willing to become a member upon hiring.

We thank all applicants for their interest in Calvin Christian School; however, only those selected for an interview will be contacted.

Application Requirements

Interested applicants are asked to submit the following:

- Cover letter
- Resume
- Statement of faith, including the name of the church currently attended

All employees of Calvin Christian School must be eligible for Society membership. A membership interview forms part of the hiring process. Additional membership requirements, including a pastoral reference and agreement with the school's Foundational Beliefs, will be completed prior to hiring.

Application deadline: Applications will be reviewed as they are received, and the position will remain open until filled.

Applications should be directed to:

Mr. Evan Booy

Chair, Finance Committee

Calvin Christian School

Email: booye@calvinchristian.mb.ca

Prior to hiring, the successful applicant will be required to provide a Criminal Record Check and Child Abuse Registry Check. A pastoral reference will also be required.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Calvin Christian School is an independent Christian school in Winnipeg, Manitoba, serving students from Kindergarten through Grade 12. We are a covenantal school community committed to Christ centred education that integrates faith, character, and academic growth. Our staff partner closely with families to help each student develop their God given gifts and pursue excellence in learning and life.