



Hickory Valley Christian School
6605 Shallowford Road
Chattanooga, TN 37421
(423) 894-3200 | www.hvcs.org

Hickory Valley Christian School Business Manager

About Us

Hickory Valley Christian School (HVCS) is a private Christian school committed to helping families build strong foundations for their children and leading students toward a life-changing relationship with Jesus Christ. We are seeking a detail-oriented, mission-driven Business Manager to oversee the school's financial operations and support our vibrant Christian community.

Position Summary

The Business Manager is responsible for managing the school's financial functions, including bookkeeping, payroll, budgeting, and financial reporting. The role also involves oversight of tuition billing, fundraising accounting, and preparation for audits and accreditation processes. This position works closely with the Head of School and Finance Committee to ensure financial transparency, integrity, and sustainability.

Responsibilities

- Maintain accurate financial records: deposits, invoicing, bank reconciliations, and QuickBooks entries.
- Manage all aspects of payroll semi-monthly, including tax filings (941, Georgia tax), W-4 and I-9 forms, retirement contributions, and year-end W-2 reporting.
- Generate and send monthly billing statements to parents (tuition, lunch, field trips, before/after care).
- Monitor late accounts and coordinate with collections agencies, as needed.
- Record monthly journal entries for depreciation and payroll accruals.
- Prepare and present monthly financial reports (Balance Sheet and Income Statement) to the Finance Committee and Head of School.
- Lead the annual budgeting process; monitor and report budget-to-actual variances.
- Oversee the financial aid program, liaising with local church partners regarding funding.
- Administer the Education Savings Account program (State of Tennessee Department of Education).
- Manage fundraising and capital campaign fund allocations in partnership with the School Board.
- Handle workers' compensation claims and liability insurance matters.
- Coordinate meetings with AFLAC representatives and investment account managers.



Hickory Valley Christian School
6605 Shallowford Road
Chattanooga, TN 37421
(423) 894-3200 | www.hvcs.org

- Prepare documentation and support for the annual financial audit and the Southern Association of Independent Schools (SAIS) accreditation process (every three years).
- Assist with daily school operations (recess, carline, lunch) as needed.
- Collaborate with the Head of School on special school projects.

Qualifications

- Bachelor's degree in finance, Accounting, Business Administration, or a related field (required).
- Strong proficiency with QuickBooks Online (required).
- Experience working with non-profit organizations.
- Previous experience in an independent school setting (preferred).
- Exceptional organizational, communication, and interpersonal skills.
- Commitment to Christian education and the mission of Hickory Valley Christian School.

Compensation

- Competitive salary within the independent school sector and based on experience
- Retirement matching available
- Flexible schedule with generous time off to allow greater work life balance
- Options for flexible work arrangements
- Experience personal fulfillment of working in a mission driven environment

How to Apply

To apply, please send your resume and cover letter detailing your experience and interest in the role to the Head of School, Jenny Howell, at jhowell@hvcs.org