



# The King's School

## Employment Opportunity

**Business Manager**  
**Application Deadline: May 10<sup>th</sup>, 2024**

The King's School is seeking a business manager who will join our operations team and begin immediately. Candidate will be working in a school and must have good people skills, be detail oriented, and have an aptitude for a fast paced K-12 environment. The business manager will work with the Principal to oversee the finances, the office team, and the business operations of the school.

Responsibilities include but are not limited to the following:

- Full Cycle accounting duties as assigned
- Office management
- Budgeting
- Payroll
- Management of employee records and files
- Audit Prep

Preferred qualifications include:

- Certified bookkeeper designation
- 5+ years of experience
- Experience in accounting and payroll software such as SAGE, Payworks, Quickbooks, etc
- Excel and Google Sheets

The applicant must be able to do the following:

- Be able to sign The King's School Statement of Faith and Code of Conduct with integrity
- Be actively involved in a local church with similar beliefs to those of the School
- Be able to provide a pastoral reference upon request

We are pleased to accept all applications, however, only those selected for an interview will be contacted.

**Applications must include: Cover letter, Resume, and Personal Faith Testimony**  
**Please submit applications to Leonard Ferguson, Principal at:**  
**[lferguson@thekingsschool.ca](mailto:lferguson@thekingsschool.ca)**