



MINISTRY OPPORTUNITIES



Immediate Opening

Business Manager:

Houghton Academy is seeking a motivated, business-minded individual to team up with an experienced CFO to meet the challenges of an educational ministry on the move. We have an immediate full-time opening for a deeply committed person looking for more than a job: someone who wants to do something significant daily. The Business Manager is a critical Houghton Academy leadership team member as we work with local families and international students, parents, and agencies.

Houghton Academy is a Christian boarding and day school, grades 6-12, located in Upstate New York, which has served families throughout the USA and around the globe for 140 years. We just began the 2023-24 school year with the largest enrollment growth in 100 years. Our business team is called to serve behind the scenes to ensure our Mission of providing a college preparatory education within the framework of a Christian Worldview happens seamlessly. It gives us great joy to prepare students to live authentically, learn deeply, lead globally, and love boldly for the glory of God.

Qualifications:

- Belief in Christian education and called to the Houghton Academy global ministry.
- Optimistic team player with a servant's heart and positive spirit.
- Organized, accurate, attentive to detail, efficient, and confidential.
- Analytical, problem solver, assumes responsibility, strong work ethic.

- Anticipates needs, builds and maintains repeatable systems, and brings tasks to closure.
- Focuses on priorities, able to work independently, and meets deadlines.
- Communicates accurately, comprehensively, and succinctly in a timely fashion.
- Proficiency in MS Office, QuickBooks, other business software, and GAAP knowledge.
- Experience in the following areas of responsibility.

Responsibilities:

- Total Accounting records and reconciliations, Financial Reporting responsibilities
- Bank relationships, Investments, Loans, International Wires, Credit Cards
- Maintaining A/R's, A/P's, Budgets, Financial Aid, Cash Flow, Mandated Services
- Comprehensive HR functions: Contracts, Payroll, Benefits (Insurance, Retirement, etc.)
- Financial supervision of Auxiliary Operations (Kitchen, Transportation, Dormitories)
- Government Reporting (990's, 5500's, etc.) Audit prep., Data Management, Donor Records
- Legal Requirements (taxes, State and Federal & applicable standards) & Risk Management
- Boarding Program: financial records, international contacts, agencies, contracts

Involvement in the life of the school is encouraged (coaching, sponsoring, mentoring, etc.).

Compensation: Negotiable based on experiences and competencies. Full range of benefits including grades 6-12 and University Christian Education for dependent children.

Schedule: Full-time, 12 months. **Available:** Immediately

Contact: Jon Keith, CFO/Administrative Principal/Boarding Director

Email: jon.keith@houghton.academy, Phone: (585) 567-8115

2024-2025 Position Openings

- High School Math/Science/Bible Teacher
- Academic Principal/Teacher

Interested in interviewing for one of the above listed positions?

Send your cover letter, resume, and curriculum vitae to Dr. Toby A. Travis, at toby.travis@houghtonacademy.org.

After reviewing your letter, resume, and CV, if it appears you may be a good fit for our team, we will send you an employment application to complete.

Thank you for your interest.