



GREATER NEW YORK CONFERENCE OF SEVENTH-DAY ADVENTISTS
OFFICE OF EDUCATION
7 Shelter Rock Road, Manhasset, NY 11030 **Phone:** (516) 467-5245



Business Manager Position Available

School Type: Full-day, Christian-based, culturally diverse

Job Title: Business Manager

Number of Vacancies: One

Location: Greater New York Academy

Application Deadline: June 30th, 2025

Position Overview

Greater New York Academy is seeking an experienced and mission-driven Business Manager to join our senior leadership team. Reporting directly to the Principal, the Business Manager plays a critical role in overseeing the school's financial operations and ensuring fiscal responsibility and strategic financial planning. This individual will lead the development of the annual budget, produce timely financial reports, and provide expert guidance on all aspects of financial management and compliance.

Qualifications & Requirements

- Legal authorization to work in the USA
- Background Clearance:
 - Fingerprint and Sterling Volunteers Background Check clearance
- Bachelor's degree (or higher) in business, finance, accounting, or a related discipline.
- A minimum of five years of progressive experience in business or financial leadership.
- Strong analytical, organizational, and communication skills.
- Demonstrated ability to make sound decisions and work collaboratively as part of a leadership team.
- Commitment to upholding the values and mission of Greater New York Academy.



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Responsibilities include, but are not limited to:

- Develop, implement, and manage the school's annual operating budget.
- Prepare and present monthly financial statements to the School Board.
- Reconcile monthly bank statements and oversee general financial reporting.
- Coordinate the preparation and submission of financial documents for annual audits.
- Monitor the financial health of the institution and provide strategic, data-driven recommendations.
- Process monthly payroll accurately and in a timely manner.
- Manage rental and external use of school facilities.
- Review and approve financial expenditures in coordination with the Principal.
- Evaluate and approve financial aid applications and special student payment arrangements.
- Approve and manage salary advances and student employment.
- Collaborate with the Principal and Superintendent to determine staff compensation.
- Supervise the Student Accounts Manager.
- Coordinate travel logistics for students, staff, and visitors for events such as workshops, seminars, graduation, and spiritual programs.
- Ensure compliance with internal financial policies and external regulations.
- Serve as a financial advisor to departments, offering support in planning and resource allocation.
- Perform other duties as assigned by the Principal.

Salary Range: \$60,000 - \$70,000

How to Apply

Interested candidates should submit an updated resume along with three references to:

Maria Thomas

Superintendent of Schools, Greater New York Conference

Email: mthomas@gnyc.org

Catherine Merette

Administrative Assistant to the Office of Education

Email: cmerette@gnyc.org