



EST. 1946

THE KING'S
CHRISTIAN SCHOOL

Director of Business Operations

Cherry Hill, NJ

Description

The King's Christian School is an independent, private, non-denomination K3-12 Christian school in south New Jersey serving 550 students. We offer an academically challenging education, transformative opportunities, and a biblical foundation. We are seeking exceptional professionals with a fervent commitment to the Lord Jesus Christ, qualified in their position, to join us in our vision to equip students to impact their world for Christ. Come join us and be on mission with us!

The Director of Business Operations will be a leader who understands the vital role of the financial integrity, growth, and project implementation in Christian education. They shall exhibit integrity as a Christian leader, striving for continuous improvement in the job scope and exhibiting all related skills in the areas below:

- Facilitate and provide leadership in each administrative department and work collaboratively with the Leadership Team and Board of Directors in fulfilling their responsibilities
- Work collaboratively with the Head of School and Board Committees in strategic planning and project management
- Manage the school's finances, annual budgeting and reporting with strong skills and experience in accounting (Quickbooks Online proficiency)
- Manage the tuition assistance program and collections
- Protect the school through a comprehensive risk management program
- Oversee the Human Resource staff to ensure all responsibilities are fulfilled in a professional and highly service-oriented manner related to employee benefits
- Oversee the Facilities Department and Security contracted services to ensure all responsibilities are fulfilled in a professional and highly service-oriented manner
- Oversee all facility rentals with both short term and long term tenants
- Oversee the Technology contracted services to ensure all responsibilities are fulfilled in a professional and highly service-oriented manner



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- Oversee Auxiliary Services to ensure all responsibilities are fulfilled in a professional and highly service-oriented manner

This full time, 12 month, exempt position reports to the Head of School.

Requirements

- Minimum 3-5 years experience administrative management
- Bachelor's degree in accounting or finance
- CPA, MBA or equivalent work experience

9/3/25