



## Business Manager

**High Meadows School** in North Atlanta (Roswell), Georgia seeks a new **Business Manager**.

The School takes pride in hiring dynamic, compassionate, and diverse faculty and staff who are among the finest in their areas of expertise.

The salary range for this position is competitive and includes a comprehensive benefits package (medical, dental, retirement, and tuition remission).

### **School's Mission Statement**

To celebrate and perpetuate each individual's quest for knowledge and skill, sense of wonder, and connection to the natural environment. We empower each to be a compassionate, responsible, and active global citizen.

### **The Position**

The new Business Manager will oversee all aspects of the school's finances and business operations including accounting and human resources with coordinating responsibilities for facilities and the on-campus animal program. S/he must develop and maintain strong, collaborative relationships within the leadership team, department heads, educational team leaders, parents within the school and the larger school community.

The Business Manager is a member of the Senior Leadership Team, reports directly to the Head of School and works closely with the Board of Trustees.

**Successful candidates will have measurable experience in both accounting and finance as well as demonstrated interest and success in a strategic role.** The School is looking for a person who is intellectually curious, can toggle well between details and the big picture, and eager to grow. A dynamic team builder, the new Business Manager must be flexible and authentic - someone who can fully embrace the School, its mission, and community.

### **Core Qualifications and Credentials:**

The School is most interested in candidates who demonstrate the following qualifications and credentials:

- Bachelor's degree required; MBA preferred. Accounting, Finance, Managerial Accounting. A certified public accountant (CPA) now or in the past would be a plus. 10-plus years of financial and operational experience in a non-profit or for-profit organization(s). Direct experience in an independent school is desirable, but not required.

- Experience on senior administrative teams and working with nonprofit Boards.
- Demonstrated experience in measuring and improving organization-wide productivity.
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths and weaknesses, etc.
- Demonstrated ability to take complex subjects, distill them, and then communicate them to varied audiences. Strong hands-on approach and keen attention to detail.
- Proven experience in effective cash management and bank relations.
- Experience in benefits administration, employee, and payroll procedures.

### **To Apply**

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- A list of five (5) professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:

**Lisa Baker**  
**Head of School**  
**High Meadows School**  
[lbaker@highmeadows.org](mailto:lbaker@highmeadows.org)

*High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.*