

Showa Boston Institute of Language and Culture
Job Description
Business Manager

Background

Established by Showa Women's University of Tokyo in 1988, Showa Boston Institute of Language and Culture is a residential academic institution hosting about 250 students at any one time. Its mission is to increase students' English proficiency, develop cross-cultural awareness, and foster personal growth. Its 40-acre campus rests on a hilltop overlooking the Boston skyline. At the heart of the campus are educational facilities, dormitories, administrative offices, and a dining hall.

Position Summary

Reporting to the President, the business manager will manage and oversee the business functions of the school and provide relevant fiscal information to the home campus and the executive team.

Specific Responsibilities

In collaboration with the home campus and directors, develop and monitor institutional and departmental budgets.

- Oversee the timely generation of financial reports. Provide departments with monthly budget updates and work with managers to control costs.
- Conduct periodic audits comparing per diems and budgeted items to actual expenses.
- Monitor purchases, assessing compliance with established procedures.
- Issue and oversee credit cards.

Oversee financial and pension audits.

Oversee and retain all contracts.

- Negotiate and monitor contracts with the food service provider. Keep the food service manager informed of term schedules and student numbers.
- Oversee the leases of the British International School of Boston and the Japan Society of Boston.
- Negotiate and evaluate insurance coverage.
- Manage contracts with vendors.

Take responsibility for all financial procedures and records. Create and apply fiscal controls and procedures within the Business Office.

- Monitor the payment of bills and sign checks.
- Oversee bank statement reconciliation, payroll, and cash management. Make bank deposits as needed.

Assign fiscal responsibilities. Supervise the staff accountant. Coordinate the front desk schedule and oversee its functions (e.g., receiving, lunch ticket sales, mail sorting). ***Process monthly and weekly payroll.***

Perform other duties as assigned by the president.

- Organize field trip sales, oversee the hiring of tour companies and, together with them, arrange for hotels, meals, theater tickets, and tour guides.
- Collaborate with other departments to schedule and implement student payment sessions (e.g., book sales, immunizations, optional trips, Charlie Cards).
- Produce all billing for Showa Boston (e.g., food service catering).

Skills and Qualifications

Interact effectively with all levels of employees

Negotiate with and monitor vendors in a tough but pragmatic way

Coordinate the performance of a variety of confidential and time-sensitive tasks

Requirements

A bachelor's degree

10 years of accounting experience with evidence of increasing fiscal responsibility

Excellent computer skills. Excel (intermediate to advanced skills) preferred

An open and collaborative style

Excellent communication skills

Cultural sensitivity

Successful completion of a criminal background check

To Apply

For more information, visit www.showaboston.org/employment.html.

Please send cover letter and résumé to HR@showaboston.edu.

Showa Boston Institute is an equal opportunity employer.