



KME Finance Manager

May 2025

Position Summary The Business Manager of Kalispell Montessori Elementary is a vital member of the administrative team, responsible for managing the school's financial systems in alignment with its mission and Montessori philosophy. This role oversees budgeting, financial reporting, payroll, tuition billing, compliance, and vendor relations. Working closely with the Head of School (HoS) and Board of Directors ensures sound fiscal management, supports strategic planning, and helps sustain a nurturing and well-resourced learning environment. The ideal candidate is a collaborative and detail-oriented professional who values the unique culture of Montessori education and is committed to supporting the long-term health and sustainability of the school.

Primary Responsibilities

Financial Management & Reports

- Develop and manage the school's annual budget in partnership with the HoS
- Oversee all accounting functions, including accounts payable/receivable, payroll, and general ledger maintenance
- Prepare monthly and annual financial reports for the HoS and Board of Directors
- Monitor cash flow, manage banking relationships, and ensure appropriate financial controls
- Coordinate with external accountants and auditors for annual audits and tax filings

Strategic Planning & Support

- Provide financial and operational insights to inform strategic planning
- Participate in board meetings and support board committees as needed
- Assist with enrollment planning, tuition modeling, and fundraising analysis

Human Resources

- Oversee payroll, benefits administration, and employee records
- Support recruitment, onboarding, and HR compliance with state and federal laws

- Maintain and update employee handbook and HR policies

Taxes Filing and Records Management

- Coordinate with external auditors and assist with the preparation of audit materials
- Ensure appropriate retention and secure storage of accounting records, employee files, contracts, and insurance documentation

Compliance & Operations

- Manage contracts and relationships with vendors, insurance providers, and service providers
 - Ensure compliance with local, state, and federal regulations related to labor, finance, and education
 - Support safety, risk management, and facilities planning in coordination with school leadership
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Education, Experience, and Knowledge

- Bachelor's degree in Business, Finance, Accounting, or a related field preferred
- 3+ years of experience in business or financial management, preferably in a nonprofit or educational setting
- Strong proficiency in accounting software (e.g., QuickBooks Online) and Microsoft Excel

Key Competencies

- Excellent organizational, analytical, and interpersonal skills
- Ability to work independently and collaboratively in a mission-driven environment
- High level of integrity and confidentiality

Desired Qualifications

- Experience with HR processes and employment law
 - Familiarity with nonprofit fund accounting and reporting
 - Passion for or familiarity with Montessori education
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Compensation & Benefits

- Competitive salary based on experience and qualifications

- Benefits package including paid time off, retirement contributions, and professional development support
- Opportunity to work in a supportive, student-centered environment dedicated to lifelong learning

Kalispell Montessori Elementary is an equal opportunity employer and welcomes candidates from diverse backgrounds and experiences.