

## North Valley Christian Academy

(NVCA) a growing K-12 Christian school in north Phoenix, is searching for an experienced **Business Manager** to begin July 1, 2016. The successful candidate will manage all business and related activities for the school. Including, but not limited to: financial reporting, disbursements, receipts, banking, personnel/payroll, tuition tax credits, financial grant programs, audits, and managing all financial records. Knowledge of QuickBooks is a must. This person must be a person of integrity, spiritual maturity, have an active faith life, and be an advocate of NVCA's school ministry.

Please send CV, minimum of 3 references to [Natek@northvalleyca.org](mailto:Natek@northvalleyca.org)