

BARCLAY COLLEGE

607 N. KINGMAN – HAVILAND, KANSAS 67059
(620) 862-5252

Job Posting: Business Services Manager

Position Posting: April 2025, until filled.

Job Title: Business Services Manager

Summary: Barclay College is seeking a Business Services Manager to become an integral part of its dynamic, close-knit community of faculty, staff, and students. Their primary role will be to administer payroll and employee benefits for the organization and processing of accounts payable to consistently deliver accurate and timely payments. This role will also be responsible for accurately reporting revenues and payments from external software programs to ensure timely and accurate financial reporting.

Institution: Barclay College
Haviland, KS

About Barclay: Barclay College is a vibrant, evangelical institution that is grounded in the Evangelical Friends tradition and exists to “prepare students in a Bible-centered environment for effective Christian life, service, and leadership.”

Status: Non-Exempt, Full-Time (Hourly)

Work Schedule: Monday – Friday, 8:00am – 5:00pm

Supervisor: VP for Business Services

Required Qualifications:

- High school diploma or equivalent
- Strong understanding of accounting principles
- Clear, well-articulated Christian testimony and a vision for biblical higher education
- Agreement with Barclay College’s Mission Statement, Statement of Faith, and other doctrinal statements adopted by the institution
- Ability to maintain confidential information
- Capable of meeting deadlines in a fast-paced environment
- Commitment to the mission, vision, and values of the college

Preferred Qualifications:

- Bachelor’s degree in accounting or related field is preferred
- 3+ years of accounting, bookkeeping, and/or payroll experience
- Proficient in Microsoft Office Software (Microsoft Word and Excel)
- Strong understanding of accounting software
- Strong analytical and communication skills
- Detail-oriented and capable of using critical thinking skills to solve problems

Responsibilities:

- Administers the processing of payroll and collects payroll data to maintain accurate payroll records.
- Calculates and processes Federal and State tax and social security withholdings, and benefit deductions.
- Responsible for reviewing all transactions of the company both on the general ledger, and payables, to ensure GAAP is followed and all records are accurately reflected.
- Reconciles bank and payroll deposits, tax withholdings, wage garnishments, and voluntary benefit deductions.

- Prepares month end and assists with accrual and expense analysis for management reporting and review.
- Administers employee benefits including enrollment onboarding training, and disenrollment offboarding.
- Accurate and timely processing of accounts payable.
- Assist with other duties as assigned.

Compensation and Benefits:

- Salary is commensurate with experience. Barclay College offers a comprehensive benefits package.

Interested applicants should email a cover letter and resume to:

Lori Larsh, MBA

lori.larsh@barclaycollege.edu

<https://www.barclaycollege.edu/about-barclay/employment/>