



BUSINESS MANAGER/ CHIEF BUSINESS OFFICIAL

RESPONSIBILITIES:

Under the direction of the Principal and the Board of Directors, the Business Manager/CBO will supervise school business and financial operations.

Budgeting, Oversight & Finance

- Prepares and monitors annual budget including estimated revenues and expenditures.
- Responsible for certifying and processing transactions (fund control, disbursements, receivables, loans, and receipts), establishing financial management systems, preparing financial statements, and ensuring compliance with financial management laws and regulations.
- Authorizes the submission of all categorical funding applications, compliance, and fiscal reports on behalf of the school to the appropriate government agency.
- Supervises purchasing, accounting/finance, payroll, and funding and compliance on an on-going basis.
- Collaborates with the Governing Board's Finance Committee; providing informational reports and participating in shared-decision making regarding school finances.
- Ensures timeliness, accuracy, and usefulness of financial and management reporting; prepares and communicates monthly and annual financial statements when directed for Principal, Governing Board, and sponsoring district in accordance with Generally Accepted Accounting Principles.
- Oversees the long-term budgetary planning and cost management in alignment with all school plans including LCAP, Strategic Plan and/or Facilities Master Plan.
- Oversees cash flow planning and ensures availability of funds as needed.
- Remains up to date on nonprofit audit best practices and state and federal law regarding nonprofit organizations.

Compliance & Reporting

- Serves as liaison between the School and various local, state and federal government agencies such as PUSD, BCOE, EDD, IRS, and CDE on all matters relating to budget, fiscal services, employee benefits, and related human resources.
- Coordinates the preparation and filing of all required reports and maintains and implements the School's financial calendar for all such matters.
- Reports to the School's governing board regarding timely compliance and any potential or actual lapses or deficiencies in compliance.
- Reviews and submits attendance accounting and related reports to sponsoring district and other agencies.
- Coordinates year end close of financial records, audits and proper filing of tax returns; facilitates annual audit.
- Ensures legal and regulatory compliance regarding all financial functions.

Payroll, Human Resources & Benefit Management

- Researches, coordinates and implements various employee benefits programs offered by the school such as retirement and health and welfare benefits.
- Assists with labor negotiations as necessary.
- Creates salary schedules and job descriptions as needed.

- Prepares contracts and processes required paperwork and background checks for all new employees.
- Maintains personnel files and collaborates with other agencies regarding employment information.
- Processes payroll for all school employees, prepares and submits employment tax payments; compiles and submits quarterly payroll reports and reports to STRS and PERS for employee retirement programs.
- Schedules staff for professional development opportunities and trainings.

Accounting & Bookkeeping

- Maintains organized and accessible record-keeping of fiscal documents.
- Ensures maintenance of appropriate internal controls and financial procedures; may write policy as necessary.
- Reviews and processes accounts receivable, prepares timely bank deposits. Reviews, verifies and processes accounts payable, prepares checks and submits for signature.
- Oversees banking relationships; performs monthly reconciliation of all bank accounts.
- Administers and reconciles credit cards.
- Organizes, administers, and supervises support services (payroll, purchasing, and health benefits).
- Supervises processes conducted by office personnel to ensure proper maintenance of all accounting systems, functions and internal controls.
- Tracks all revenue and expenditures for all accounts including restricted funds, Student Council and Fundraising.

Facilities

- Annually reviews property insurance to insure adequate coverage; acts as liaison for any insurance issues or claims.
- Keeps current on new facility grants and loans; prepares and submits applications.
- Coordinates with Maintenance Director for annual inspections for fire alarm, security system, fire extinguisher service, insurance auditors/adjusters, fire inspectors and other required inspections.
- Coordinates with Maintenance Director to obtain bids, scheduling of outside services such as HVAC maintenance, carpet and floor cleaning, locksmithing, landscaping, plumbing and electrical repairs.
- Coordinates with Maintenance Director for the purpose of energy and water conservation.

Business Services

- Maintains adequate insurance coverage ensuring compliance with charter school and state requirements.
- Responsible for risk management, including legal and environmental issues, coordination of Workers Compensation and other governmental insurance programs.
- Coordinates and tracks purchasing of all school equipment, materials and supplies.
- Works closely with staff, contractors and vendors to continually repair and upgrade technology.
- Maintains organized and accessible record-keeping of fiscal documents and archives documents in accordance with CA Educational Code.
- Provides collaborative oversight and acts as liaison to the following school operations within the school, providing broad direction as well as individual support and management: food services, technology, facility management (including compliance with local, state, and federal building safety and accessibility as well as familiarity with managing construction contracts), maintenance/operations, and safety/security.
- Performs other related duties, including special projects, as required or requested by the Board of Directors or Principal.

PREFERRED BACKGROUND AND EXPERIENCE:

- Degree and/or experience in a field related to business, finance, business management and/or operational management preferably in a school district or charter school.
- Knowledge of budgetary, accounting, and fiscal procedures, policies and methods of public schools, public finance administration and business and school law.

- Proven ability to plan, organize, and direct staff and initiate and maintain effective and cooperative relationships with stakeholders.
- Demonstrated organization, communication, and interpersonal skills.
- Skills in various software programs including Microsoft Office, QuickBooks financial system, Aeries and CalPADS.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Hearing and speaking to exchange information. Sitting for extended periods of time. Lifting, carrying, pushing and pulling objects up to 25 pounds. Bending at the waist, kneeling or crouching to shelve and retrieve materials. Reaching overhead, above the shoulders and horizontally. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.