

Position: School Business Manager

Under the direction of the Executive Director, the School Business Accounting Technician oversees the management of all financial and business accounting activities in a school. This position involves the performance of complex and responsible tasks of a paraprofessional accounting nature. The job includes maintaining a complete accounting system of all school related monies, i.e., allocated as well as school activity generated funds.

The Business Manager will work closely with the Executive Director, Board Treasurer and Finance Committee to develop a strong financial base for the school. The Business Manager prepares all necessary budget and financial documents that are required and will attend meetings with the Finance Committee, and Board of Directors. This position involves frequent contact with the PGCPS system as well as outside organizations. The Business Manager's work is performed under the general supervision of the Executive Director, Board Treasurer, and Finance Committee, and is reviewed in terms of the accomplishments of objectives.

Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Provide assistance in the management of all financial affairs including contacts, insurance, and risk management programs;
- Responsible for the day-to-day financial operations including accounts payable, payroll and accounting procedures;
- Oversee school facility services including janitorial, building maintenance, and grounds keeping;
- Supervise security and safety service as well as coordinates with PGCPS for food services; , Prepare purchase requests and orders;
- Provide assistance in preparing the annual budgets and analyzing the expenditures;
- Work closely and cooperatively with independent auditors to assure compliance with state and national standard accounting procedures including conformance with GOFA and GASB;
- Recommend policies and procedures to comply with and provide assistance in implementing the independent auditor's recommendations, and all applicable laws and regulations;
- Monitor the financial condition of the school, prepares financial analyses and develops long range financial plans;
- Conduct the annual inventory process;
- Prepare financial reports required by the Executive Director, Treasurer, and Finance Committee of the Board of Directors by request and attends Finance Committee and Board meetings;
- Work with administrators and department heads regarding the proper implementation of system policies in record keeping, budget development, and expenditures of funds;
- Assist in preparation of State and Federal reports, tax reports and the necessary reporting for State and Federal grants; and

- Perform special duties and projects as requested by the Executive Director, Treasurer, and Finance Committee; and
- Performs related work as required.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- At least two (2) years of experience which must include the application of accounting principles and practices; and/or supervision of staff;
- Considerable knowledge of the principles, practices and techniques of business administration, specifically including accounting, personnel management, and planning with application in some or all of the following areas: institutional administration, plant maintenance, food services, security, and purchasing administration;
- Demonstrated ability to effectively supervise or direct a staff; administer a program involving coordination of a wide variety of activities including accounting/financial functions; analyze and prepare recommendations on a variety of activities;
- Excellent oral and written communications and the ability to prepare written reports and recommendations;
- Ability to work effectively with all levels of school employees, students, parents and the general public; and
- A demonstrated track record as a team player.

EDUCATION REQUIREMENTS:

Relevant education in the following areas: principles of accounting; administration; supervision; institutional administration; planning; personnel management; information systems; or purchasing administration.

To learn more about this position, please visit <http://collegeparkacademy.com/employment/>