

Director of Business Services
0.5 FTE

Summary: The person in this position is responsible for all operational functions of the school. They work closely with the School Director to ensure financial stability for the school. They are the liaison with district personnel County Office of Education, and back office service provider with respect to operational and financial functions.

Responsibilities

- Develop and monitor an annual budget cycle
- Track day to day finances ensuring adherence to approved budget
- Work closely with School Director to monitor expenses of ongoing projects and grant expenditures
- Responsible in conjunction with the School Director and back office service provider in preparing the annual budget and submission of budget to chartering agency and county office of education
- Meet with District Administration as requested by the District to support District fiscal oversight
- Provide recommendations to find budget efficiencies and cost savings for the school
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- Responsible for preparing records needed for annual audit adjustments prior to and during audit
- Ensure that revenue transfer from county to school is adequate and timely
- Ensure and track receipt of fees for field trips and milestones and other activities from parents
- Responsible for deposits and keeping accurate monthly bank reconciliations
- Responsible for development/implementation of segregation of duty procedures
- Manage the accounts payable process including reviewing and approving purchase orders/requisitions, approving payments, ensuring appropriate coding and working with site personnel to ensure all expenditures are in compliance with the operating budget
- Write checks and pay bills as requested/needed
- Keep proper documentation for bills that are paid
- Keep up to date and accurate vendor files
- Work closely with HR/Payroll Manager to review policy, payroll, and HR issues
- Work closely with Coordinator of Operations to support facilities maintenance and space usage
- Coordinate with front office personnel to ensure accurate attendance records and reporting, as well as ensuring that accurate and up to date Student Information System records are being maintained
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- Serves as acting Administrator in the absence of the Director
- Interface and present budget status to BOD

Qualifications

- Knowledge of SACS, School Account Code Structure
- Accounting/Book Keeping experience
- BA/BS preferred
- Human Resources experience
- Knowledge of charter schools and their issues with government and district
- Knowledge of non-profit corporation legalities
- Experience working in a school environment with directors, educators, learners, parents, and board members
- Strong interpersonal and communication skills

Approved by the Board of Directors on January 8, 2014