

Thomas MacLaren School  
JOB DESCRIPTION

This document was  
last reviewed on  
May 30, 2019

Job Title: Business Manager

Reports To: Executive Director

Supervisory: X EMPLOYEES X CONTRACT WKRS Eligible for Overtime: No (yes or no) Pay Type: X SALARIED  
If no:     PROFESSIONAL     EXECUTIVE     HOURLY  
X ADMINISTRATIVE     OTHER

*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**General Purpose:** To assist the Executive Director with the financial operations of the school, with a special emphasis on school budgeting, accounting, facilities planning and management, and data processing related to financial operations.

- Managing and supervising all fiscal operations:
  - Establishes and maintains complete fiscal accounting system for general and restricted funds, school facilities, annual audits, inventories and accounting records for all programs operated by the school.
  - Prepares and monitors the annual budget.
  - Plans, coordinates, and prepares financial data related to analysis of revenues, appropriations, and expenditures for the annual budget.
  - Assumes responsibility for all financial aspects of all Federal and State funds including completing all necessary financial documents for these funds.
  - Oversees preparation of necessary reports and documents of all categorically funded and special education programs.
  - Oversees grant management, budgeting, and disbursement.
  - Audits contracts, purchase orders, claims, warrants, journal vouchers and transfers in conformance with legal requirements and school policies.
  - Implements requirements specified in law, regulation and audit guidelines.
  - Supervises Business Office team and oversees the preparation of all vendor payments.
  - Oversees relationships with vendors insuring the school receives the best possible pricing on all goods and services.
  - Regularly reviews annual vendor contracts.
- Payroll
  - Oversees all payroll operations and insures compliance with all payroll related laws.
  - Prepares all payroll taxes when due and completes all tax forms, monthly, quarterly, and annually.
  - Insures compliance with all record keeping requirements.
- Human Resources
  - Serves as the contact person between the school and vendors (insurance brokers, etc.) and insures the school is in compliance with all pertinent laws.
  - Assists HR team with HR compliance and oversees benefit plans
- Board of Directors
  - Assists in the development and implementation of Board policies.
  - Develops and presents reports requested by the Board.
  - Attends monthly board meetings, providing the Board with periodic reports on the operating budget accounts and overall financial condition of the school.
- Other
  - Maintains current risk insurance and other necessary insurance policies.
  - Oversees contracts made between the school and outside vendors.
  - Oversees facility use contracts.
  - Acts as liaison with the school's lunch program.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Qualifications:****Required knowledge, skills, and abilities:**

- Excellent working knowledge of QuickBooks or comparable accounting system
- Knowledge of bookkeeping
- Ability to manage non-profit funds – school funds preferred
- Outstanding organizational skills
- Ability to collaborate with other charter schools
- Knowledge of business operations – school operations preferred
- Advanced training or specialization in school district office operations, including fund accounting software and the Colorado Department of Education Chart of Accounts.
- Demonstrated ability to perform multiple tasks with frequent interruptions while maintaining accuracy.
- Proficiency in word processing and spreadsheet applications.
- Excellent communication skills and an ability to write and verbally present clear and concise financial and related reports.
- Strong interpersonal skills.
- Ability to maintain confidentiality for all program operations.

**Education:** Bachelor's degree in accounting, business, public administration, or related field

**Experience:** A minimum of three years of effective experience in school business administration, or comparable experience

**Physical Requirements of this position include:**

| <i>WORKING ENVIRONMENT:</i> | SELDOM     | OCCASIONAL | FREQUENT |
|-----------------------------|------------|------------|----------|
| EXTREME COLD OR HEAT        | x          |            |          |
| HEIGHTS                     | x          |            |          |
| NOISE                       | x          |            |          |
| DRIVING                     |            | x          |          |
| WALKING/Uneven Surfaces     |            | x          |          |
| WORKING ALONE               |            | x          |          |
| WORK WITH OTHERS            |            |            | x        |
| <i>MOVING HEAVY ITEMS:</i>  | SELDOM     | OCCASIONAL | FREQUENT |
| LIFTING/LOWERING            | Over 30 lb | Over 20 lb | 0-20 lb. |
| LIFTING OVER SHOULDER       | Over 30 lb | Over 20 lb | 0-20 lb. |
| REACHING OVER SHLDER        | Over 30 lb | Over 20 lb | 0-20 lb. |
| CARRYING                    | Over 30 lb | Over 20 lb | 0-20 lb. |
| PUSHING/PULLING             | Over 30 lb | Over 20 lb | 0-20 lb. |
| PULLING                     | Over 30 lb | Over 20 lb | 0-20 lb. |

|                             | SELDOM | OCCASIONAL | FREQUENT |
|-----------------------------|--------|------------|----------|
| VISUAL ACUITY: Near/Far     |        |            | x        |
| HEARING                     |        |            | x        |
| SPEECH                      |        |            | x        |
| EYE/HAND COORDIN.           |        | x          |          |
| TRAVEL:                     |        |            |          |
| Local                       |        | x          |          |
| National                    | x      |            |          |
| <i>OPERATING MACHINERY:</i> |        |            |          |
| COMPUTER                    |        |            | x        |
| COPIER                      |        |            | x        |
| MOUSE                       |        |            | x        |
| TELEPHONE                   |        |            | x        |
| OTHER (please list)         |        |            |          |

**I have read this job description and understand that it may change at the Executive Director's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date