

## **PIMA PREVENTION PARTNERSHIP**

### **Job Description**

**Position:** Business Manager/Academic Services

**Reports To:** Principal

**Primary Role and Purpose:** Implements, maintains and monitors the operation of all business affairs of the agency's charter schools and related programs, including accounting, payroll, purchasing, risk management, marketing, student recruitment and overall charter operations. Acts as key business advisor to the Principal and Superintendent.

**Required Education and Experience:**

Bachelor's degree in Accounting, Educational or Business Administration and/or five years of experience in managing organizational accounts, including a minimum of three years charter school and/or non-profit fiscal management and operations experience. CPA with charter school experience preferred.

**Responsibilities and Duties:**

- Regularly interacts with Chief Financial Officer of agency to analyze practices, systems, and controls in all charter school departments and advises on improvements in their structure, implementation, and maintenance, including short and long-term assessments of objectives for the operation of the charters.
- Manages a revolving auditing program for all funds and works with the charter's independent and internal auditors while conducting audits.
- Assesses and approves all purchases and check requests for Principal to authorize and manage budget by certifying availability of funds.
- Drafts budgets and applications for all school-related funding, including preparation of bids, quotes and proposals for purchase and delivery of goods and services such as e-Rate and Maximus, among others.
- Collaborates with principal to project student enrollments, staff needs, facilities needs, capital equipment needs and other cost items for school improvement.
- Coordinates with agency's administrative staff to ensure insurance programs and policies for both employees and property meet the charter schools' needs and comply with funder mandates.
- Oversees the food service program to ensure compliance with State requirements.
- Oversees and coordinates charter school attendance reporting with the Chief Registrar, including SAIS uploads.
- Ensures alignment to policies established by federal and state law that apply to charter schools.
- Manages all hardcopy and computerized data storage systems, including reports, records, and other documents as required, including quality and organization of Special Education, Teacher and Student Files.
- Collaborates with agency's Director of Operations to ensure accurate computerized inventory records of all of the charter school assets.
- Develops and implements training and improvement plans to maintain superior business operations.
- Oversees personnel hiring and supervision as assigned and makes accurate recommendations in regards to assignments, retention, discipline, and dismissal.
- Develops and maintains a positive work climate for staff.
- Attends meetings of the School Board Governing Committee as assigned and prepares reports as requested by the Principal, Chief Financial Officer, Superintendent, or the Board.

- Works with program managers to ensure that grant funds are utilized as written in grants. Provides financial reports to principal, assistant principal and project managers of current to date expenses and funds received.
- Manages the cash management and completion report requirements for state and federal grants. Coordinates with grant writer for financial portion of new grants, re-writes, amendments and final reports.
- Responsible for invoicing funds receivable and performs accounting tasks as necessary to make sure financials are accurate (includes maintaining chart of accounts, adding new accounts, budget uploads, journal entries in Fundware accounting system).
- Help to organize and participate in school events for students.
- Train school staff on organization policies, procedures and forms. Act as liaison between school and administrative accounting staff.
- Assist principal and school staff with student hallway traffic control and student discipline issues as needed.
- Attend school activities as assigned.
- Attend school business official membership meetings.
- Participate in student recruiting activities as assigned.
- Other duties as assigned.

**Skills and Abilities:**

- Applicable knowledge of school finance, budgeting, and accounting systems.
- Effective communication, public relations, interpersonal and writing skills.
- Proficient knowledge of and skills with computers and software programs that support data analysis, including but not limited to Microsoft Office (Word, Excel, and Access) and Fundware.
- Capable of managing budgets in excess of \$2 million with 12 or more cost centers.
- Accounting and budgeting skills that adhere to generally accepted accounting principles.
- Once trained, possess the ability to complete projects independently
- Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Ability to perform recurring tasks while maintaining a standard of excellence at all times
- Excellent interpersonal skills
- Excellent overall computers skills including Microsoft Office, databases, spreadsheets, and accounting systems.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Highly developed analytical and facilitation skills
- Ability to recruit staff from alternative labor pools
- Ability to obtain a valid Arizona driver's license.
- Ability to work flexible hours as needed.
- Ability to obtain a Fingerprint clearance Card
- Salary: \$35,000-45,000 Annually DOQ

**Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close vision,

distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.**