

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

Business Manager at North Star Charter School

Description:

The Business Manager reports to the Board of Directors and is mutually responsible to the North Star Administrative Team (NSAT). The Business Manager is selected jointly by the NSAT and the Board. The NSAT is comprised of three senior members of the academic team and the Business Manager. The BM also works closely with the Senior Academic team, the Director of Development, the Finance Committee, and the Board of Directors to support the mission and goals of the school. These partnerships are essential to the vitality and sustainability of the school; therefore, the BM is the school's most important non-academic leadership position.

In collaboration with the NSAT, the Business Manager, provides strategic planning and implementation in matters relating to finance and accounting, school operations, human resources, risk management and other duties as assigned by the NSAT. The Business Manager supervises and manages the work of the Business Office Staff and the functions of the office. While the Business Manager is not expected to possess expertise in academic matters, she or he will be expected to work in cooperation with the senior members of the Academic team and with faculty.

Opportunities:

- Refine and implement the five-year strategic budget
- Oversee/Implement automated and integrated financial, accounting and payroll system
- Supervise, optimize and implement brand development strategies
- Supervise, optimize and implement marketing strategies to increase targeted enrollment
- Support and serve a vigorous fund-raising effort.
- Consolidate, streamline, and simplifying the school's chart of accounts to better measure the school's operational efficiency
- Make North Star Charter School the independent school standard in all business areas

Responsibilities:

- Ensures the safekeeping of the school's assets, the accuracy and integrity of the accounting records, and compliance with GAP, State, and Federal regulations
- Provides timely and meaningful financial information to the NSAT, Finance Committee, and the Board of Directors
- Implements financial modeling and projections that address key financial variables for strategic planning and analysis
- Assures relevant and equitable policies and procedures for salaries, benefits, and conditions of employment

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- Oversees the development and administration of the annual operating budget, including all supporting schedules, with timely and accurate reporting to the NSAT, Finance Committee, auditors, and government agencies
- Oversees all school purchasing, financial investments, banking activities, payroll, payables, receivables, benefits, and contracts/leases with external entities
- Works with the Registrar, NSAT, and Finance Committee to support enrollment management, , and accuracy of records and reporting
- Works with the Director of Development to ensure proper campaign planning, needs assessment, reporting, publishing, and tracking of donations, and compliance with fundraising regulations
- Coordinates capital asset budgets with the Facilities Team for the overall management and maintenance of the school's building and grounds
- Oversees the school's risk management, legal obligations, and insurance programs
- Manages and directs activities to ensure a satisfactory annual audit
- Oversees the school's marketing effort, working with the Board and NSAT
- Oversees the school's community relations and brand development efforts, working with the Board and NSAT.
- Oversee State reporting
- Oversee Bondholder relations

Qualifications:

- Strong leadership and management skills, with an ability to think strategically, plan systematically, and initiate and implement change
- Strong interpersonal, communication and writing skills
- Proven ability to work as a part of a team to lead, manage and accomplish organizational goals.
- Exemplary time management and prioritization skills
- Outstanding business sense, including the ability to decipher large amounts of information and predict future needs of the school's business operations
- Strong analytical skills combined with the ability to communicate effectively with a range of internal and external constituencies and to facilitate data driven decisions
- Effective problem-solver and mediator, with strong interpersonal skills and the ability to function effectively in a deadline-driven and demanding environment
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund accounting
- Proficiency in all relevant software
- Ability to work successfully in the community to help develop the NSCS brand
- Ability to think creatively to enhance marketing and recruitment efforts.
- Familiarity with “best practices” in independent schools
- Appropriate degree(s) and training commensurate with the requirements of the position, CPA and/or MBA preferred

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North Star Charter School will offer a competitive salary and benefits package to the successful candidate, based on experience. Please send an electronic cover letter, statement of business philosophy, resumé, and at least three references by to:

North Star Charter School
Attn: Finance Administrator
George Coburn
gcoburn@northstarcharterschool.org

North Star Charter School is an Equal Opportunity Employer.