

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

Business Manager Job Description

Job Summary:

Serves as the chief financial officer to the school district, responsible for payroll and accounting operations using budgets, spreadsheets and other means to provide efficient use of available money.

Reports to:

- The Business Manager reports to the Head of School (HOS).
- The Business Manager works closely with the Head of School, NSAT, 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 an important non-academic leadership position.
- In collaboration with the HOS, 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 HOS.
- In collaboration with the HOS, provides timely and meaningful financial information to the Finance Committee and the Board of Directors

Duties and Responsibilities:

- 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 NSAT and with faculty.
- General Administrative – Work closely with Administration to ensure they are informed of all day to day transactions and relevant financial information. Provide Administration with all financial reports necessary for administration to execute their annual operating plan.
- Works with the HOS, Registrars, NSAT, and Finance Committee to plan, coordinate and implement district budgets.

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- The Business Manager is responsible for the accuracy and completeness of the financial records. Works closely with the bookkeeper to ensure all financial records and reporting is accurate and timely.
- General accounting – Responsible for review and accuracy of all accounting transactions, to ensure all monthly accruals are recorded in general ledger. Responsible for the preparation of monthly financial statements. Work closely with the bookkeeper regarding ongoing financial analysis.
- Ensures the safekeeping of the school's assets, the accuracy and integrity of the accounting records, and compliance with GAAP, GASB, State, and Federal regulations
- Budget – responsible for detail budget preparation and entry in general ledger system.
- Monthly closing.
- Cash Management – responsible for monthly cash flow reporting vs. budget and cash flow forecasting
- State reporting - Responsible for the preparation of all state reporting documents associated with Budgets and financial reports, including working with the Clerk of the Board for timely posting of budget hearings. Works with school administration, partner with various State reporting
- Implements financial modeling and projections that address key financial variables for strategic planning and analysis
- Oversees the development and administration of the annual operating budget, including all supporting schedules, with timely and accurate reporting to the HOS, 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
- Coordinates capital asset budgets with the HOS and Facilities Team for their 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
- Oversee Bondholder relations

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Human Resources

- Negotiates annual Benefit renewals in accordance with budget
- Maintains personnel files including salary and benefits data, performance and disciplinary action documents, and other information/documentation in accordance with federal, state and local employment laws.

Employment Terms

- The District Clerk/Business Manager shall work twelve months a year, with qualified vacation time according to NSC or as determined by the NSC Board of Trustees. This is an exempt position. (Code of Federal Regulations, part 541) Salary and work year to be established by Board of Trustees.
- This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

Evaluation

Performance of this job will be evaluated annually by the HOS in accordance with provisions of the Evaluation of Classified Staff.

To apply: Please send a cover letter and resume to Joanna O’Donnell, Human Resources jodonnell@northstarcharter.org and Andy Horning, Head of School ahorning@northstarcharter.org