

NOTICE OF POSITION AVAILABILITY

POSITION: Business Office Manager

CATEGORY: Full-time and Non-Exempt

POSITION SUMMARY: The mission of the Business Office Manager is to create a fluidly functioning environment for all stakeholders through the effective management of all logistics and adherence to regulations. This is done by: managing all facility support services staff (Facilities Manager, Lunchroom, Before/After School, Front Office), driving reporting that is required at the district and state levels, executing on schedules and scheduling, maintaining HR files for employees.

EDUCATION/EXPERIENCE REQUIREMENTS

1. Undergraduate Degree or relevant work experience required.
2. Minimum of one year management of an office or other equivalent management experience required.
3. Human Relations and/or School Finance training and experience preferred.
4. High-Intermediate to Advanced proficiency with Office Suite required.
5. Proficiency with Power School, or other School Information System, preferred.
6. Experience working with Latino population and English Language Learners preferred.
7. Bilingual in Spanish and English preferred.
8. Proven ability to organize and prioritize in a high-stress, fast-paced environment.
9. Demonstrated ability to exercise a high level of tact and discretion in both internal and external interactions.
10. Ability to create and maintain good working relationships with a variety of internal and external constituents.

JOB RESPONSIBILITIES

- Working cooperatively with the Principal, identify staffing needs:
 - Facility / Maintenance
 - Lunchroom
 - Before and After School Program
 - Front Office
 - District & State Reporting Requirements
 - Identify applicable authorizer and state reporting requirements.
 - Create Annual Calendar of Reporting Deadlines
 - Identify Contributing Team Members
1. Working cooperatively with the Principal, identify staffing needs:
 - a. Facility / Maintenance
 - b. Lunchroom
 - c. Before and After School Program
 - d. Front Office

JOB RESPONSIBILITIES, continued

2. Authorizer & State Reporting Requirements
 - a. Identify applicable authorizer and state reporting requirements.
 - b. Create Annual Calendar of Reporting Deadlines
 - c. Identify Contributing Team Members
3. Schedules & Scheduling – Working cooperatively with the Principal:
 - a. Develop Weekly Duties Schedules and Model Communications to Staff
 - b. Develop Process for Filling Outages (employee absences)
4. Create HR Filing System
5. Identify Specific Tasks, Develop Procedures and Processes regarding:
 - a. Tracking Bills for Submission
 - b. Ordering Supplies for Staff/School
 - c. Maintenance of Vendor Relationships, Files & Contacts
6. Assist, as Needed with Student Admission Process and Procedure Development. Gain a Thorough Understanding of Administrative Policies and Procedures Regarding Student Admissions.
7. Maintain Required Logs and Records. Compile Statistical Data and Information. Summarize Data in Reports or Analyses.
8. Create Student Portfolios.
9. Prepare Correspondence, Reports and Various Other Documents.
10. Manage Daily Operation of the Front Office.
11. Assist with Development of Field Trip Paperwork and Procedures

Intent and Function of the Job Description: This description has been reviewed in an attempt to illustrate the jobs functions and basic duties, in addition to “peripheral tasks” or that could generally be considered “other duties as assigned”. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional responsibilities and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills, and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions. This job description is not intended as and does not create an employment contract. Spacious Skies Charter School maintains its status as an at-will employer.

Compensation and Benefits:

Competitive compensation, commensurate with experience and education. Benefits include **medical and dental insurance, PERA.**

Application Instructions:

Please forward resume, cover letter, salary requirements and 3 letters of recommendation to: Selection Committee at the following email address: drevelyn@spaciousskies.org

Posted: February 12, 2020

Closing Date: Open until filled.