

Business Operations Manager

Job Description



Department:	Finance Department	FLSA Status:	Exempt
Reports To:	Executive Director	Physical Strength:	Medium

Summary

This position is responsible for the administration and supervision of the system-wide business affairs and/or support functions of Alliance Charter Academy by performing the following duties.

Job Duties

- Financial Management and Reporting
 1. Budgeting and Financial Reporting:
 - Generates monthly financials for Board and district reporting.
 - Records, maintains and distributes budgets in various formats.
 - Tracks budget progress and communicates any discrepancies.
 - Attends Finance Committee meetings to provide support and answer questions.
 2. Account Management:
 - Reconciles bank statements monthly and manages transfers between accounts.
 - Inputs and tracks payables using approved accounting programs.
 - Oversees the processing of payments, including check distribution and filing.
 3. Grant and Fund Management:
 - Generates and tracks invoices and reimbursement payments for various grants.
 - Maintains grant expenditures in the required formats and assists in completing financial narratives.
 - Tracks and reports expenditures in a cost accounting format.
 4. Audit and Compliance:
 - Coordinates with auditors, prepares for audits and ensures accurate financial representations in audit reports.
 - Files audit and other annual reports while maintaining compliance with storage requirements for financial and insurance documents.
- Payroll and Benefits Administration
 1. Payroll Management:
 - Oversees the payroll schedule, processes time sheets, and verifies payroll accuracy with the payroll company.
 - Ensures correct tax reporting and payment of all payroll liabilities, including health and pension plans.
 - Cross-trains one staff member for payroll annually.
 2. Benefits Administration:
 - Handles the administration of health, dental, and life insurance, including enrollment and issue resolution.
 - Prepares and manages COBRA notifications and tracks employee eligibility for benefits.
 - Facilitates annual open enrollment and maintains employee information.

Business Operations Manager

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- General Administrative Duties
 1. Procurement and Contract Management:
 - Manages general purchasing processes and oversees material fees and curriculum budget.
 - Reviews vendor contracts and maintains related documentation.
 - Processes unemployment and worker's compensation claims.
 2. Staff and Community Relations:
 - Assists in onboarding new hires and maintaining contractual templates.
 - Participates in school improvement committees and maintains training for emergency responses.
 3. Miscellaneous Duties:
 - Creates tools and spreadsheets to facilitate financial operations.
 - Ensures compliance with financial operational standards and participates in required safety training.
- Maintains punctual, regular, and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from the Executive Director, Board Chair, and Board Treasurer.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope but should not limit the incumbent nor the organization to the work identified. We expect that every employee will offer their services wherever and whenever necessary to ensure the success of ACA's goals.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Education & Experience

A bachelor's degree from a four-year college or university in business administration, business management, education, accounting, or a related field is required. Three or more years of experience in a supervisory role is preferred. Experience with budgets and handling of public funds relating to charter schools preferred.

Certificates, Licenses, and/or Registrations

Oregon Certified School Business Official status through OASBO preferred.

Travel Requirement

This position does not require travel.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Business Operations Manager

Job Description



Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills

The job requires specialized computer skills. Must be adept at using various applications including using databases, using spreadsheets, report writing, project management, graphics, word processing, presentation creation/editing, communicating by e-mail, and using scheduling software. Experience with Smart Sheets, Google Workspace, Quickbooks online, and MS office preferred.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear, and is regularly required to use hands and fingers to type or dial. The employee is occasionally required to reach with hands and arms, climb or balance, and use stairways to climb to multiple floors within an office building.

The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.

Employee Signature: Date:

Employer Representative: Date: