

## Business Manager

**May 2026**

### Compass for Lifelong Discovery

The Business Manager is the operational backbone of Compass for Lifelong Discovery, responsible for financial administration, compliance coordination, internal systems, and facilities oversight. This role works closely with school principals, the Executive Director, the Administrative Assistant, and other external contractors to ensure that financial and administrative processes run accurately and efficiently. The Business Manager reports to the Executive Director of Compass for Lifelong Discovery and is a full time, year round position.

#### *Key Responsibilities include:*

#### Financial Operations

- Serve as the primary internal contact for G&G Consulting; coordinate data submission, review, and communication on all contracted financial services
- Manage accounts payable and receivable through BILL.com: process invoices, vendor payments, credit card/debit transactions, employee reimbursements and ski pass benefits, school fees, and returned checks.
- Serve as the primary person responsible for monthly reconciliation of all organization income and payments across several platforms and input in QuickBooks. Additional maintenance of monthly reconciliation documentation for all bank and credit card accounts.
- Perform monthly cash flow monitoring; flag concerns to the Executive Director
- Manage a purchase order process including appropriate approvals
- Coordinate with G&G on quarterly and annual payroll filings, W-2s, and PERA submissions
- Serve as the internal lead during the annual audit: organize documentation, coordinate field work scheduling, and serve as the day-to-day liaison to G&G and the external auditor
- Monitor budget-to-actual performance with principals and the Executive Director

#### Compliance & Reporting

- Support G&G in required state and federal reporting including CDE submissions, authorizer reports, and grant financial reporting
- Review liability insurance coverage annually, recommend changes to meet organizational needs, and collaborate with insurance brokers/consultants to renew policies.
- Coordinate with the Executive Director on liability coverage renewal decisions and vendor contract maintenance

#### Administrative Systems & Records

- Oversee and maintain administrative files, official records, and governance documents
- Manage incoming mail, deposits, and records management
- Coordinate with contracted technology vendors as needed
- Maintain and update Compass's public-facing employment and compliance information on the website

#### Facilities Management

- Oversee on-site employee housing including maintaining records, managing leases, and related administrative tracking
- Coordinate with the Executive Director and HR/Devo to respond to rental inquiries, facilitate applicant APCHA compliance, and work closely with Aspen School District to fill vacant Compass units.



- Manage facilities-related administrative tasks including school rental coordination, rental agreement compliance, and appropriate facility use oversight

### Board & Executive Support

- Post Board meeting minutes; manage governance document archives, and other board support as needed
- Support the Executive Director with administrative tasks as needed to advance organizational priorities

### Qualifications

Experience in nonprofit financial administration, accounting, or business operations preferred; Competency in QuickBooks; Ability to navigating multiple software platforms to track income, payments, and information; High degree of accuracy, organizational skill, and attention to detail; Strong written and verbal communication; Comfortable working across multiple campuses with a collaborative team and adapt to evolving organizational needs

**Compensation:** Competitive package consistent with our geographic region, to include:

- Salary: \$65,000 - \$75,000, determined based on education and experience.
- Participation in the Colorado PERA retirement program.
- Parental leave, health insurance, vision insurance, and dental insurance
- Life insurance
- Employee assistance program
- PTO and sick leave
- Priority enrollment at Aspen or Carbondale Community Schools

**To apply:** Please submit a resume and letter of interest to [jobs@discovercompass.org](mailto:jobs@discovercompass.org). Applications will be reviewed on a rolling basis.

### *About Compass for Lifelong Discovery:*

Compass for Lifelong Discovery, founded in 1970, is an educational nonprofit organization that supports two public K-8 charter schools in the Roaring Fork Valley. The Aspen and Carbondale Community Schools collectively serve 278 students from Rifle to Aspen. Our highly respected schools offer a balanced, integrated curriculum that incorporates intentional community values, individual character development, and strong academic skills, all woven into project-based learning opportunities and intentional field experiences. Compass's mission is to foster lifelong learning and empower individuals to take responsibility for themselves, their learning, and their community. ([www.discovercompass.org](http://www.discovercompass.org))

### *Equity and Inclusion:*

Compass For Lifelong Discovery does not unlawfully discriminate based on race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, gender identity or expression (including transgender), genetic information, conditions related to pregnancy or childbirth, disability or need for special education services in admissions, access to, treatment, or employment, or any other reason prohibited by law in educational programs or activities which it operates.