



Excel Academy Job Posting

Job Title:	Business Manager
Date Prepared:	February 12, 2025
Salary Scale:	Support Staff: \$55,279 - \$72,126
Hours per Week:	Not to exceed 40 hours per week
Work Year:	196 Contact Days/Year (1 Jul - 30 Jun)
Exempt/Non-Exempt:	EXEMPT
Benefits Eligible:	Yes, if scheduled for 30 or more hours per week
Reports To:	Executive Director
Direct Report(s):	Office secretaries, Facilities Manager, Clinic Aide & Kitchen staff

Position Summary:

The **Business Manager** reports to the Executive Director. This position is responsible for all financial aspects of the school, which includes Human Resources. The Business Manager is responsible for managing the financial and budgetary processes of the school to ensure that the school derives maximum benefit from its budget.

Responsibilities:

Specific duties include (other duties may be assigned):

Accounts Receivable

- Ensure receipt of annual student fees and those for after-school programs, field studies, sports and other activities from parents
- Processing payments made within the office and depositing them in the system
- Preparing weekly deposit for the bank as needed

Accounts Payable

- Establish and monitor method for ensuring purchases, receipts, and invoices are matched appropriately
- Ensure vendors are paid according to established payment terms with the goal of maximizing interest to the school
- Manage P-cards that are held by employees, monitor monthly activity, and gather P-cards from employees when leaving the school
- Be familiar with and knowledgeable about the school's bond payment, debt servicing and all other associated requirements

Payroll Processing

- Process monthly payroll for all hourly and salaried employees
- Prepare and submit all required payroll tax reports, which includes quarterly unemployment report and its submission to the CDLE in a timely fashion
- Ensure payroll entries in the accounting system are accurate and up-to-date

Budget Management

- Develop and monitor an annual and five-year budget cycle that is adequate for the school's needs including preparation of periodic budget forecasts

- Prepare and maintain annual school budgets for each fund
- Prepare and maintain budget forecasts on an ongoing basis

Accounting

- Ensure accurate data entry of expenditures and deposits
- Query journals, ledgers, and H.R. Accounts for tracking and reporting purposes; generate reports and reconcile actuals and budget ledger; prepare budget vs. actuals projections and analyses; review budgets and expenditures with appropriate individuals.
- Revise, maintain, implement, and monitor the school's accounting policies and procedures with special attention to separation of duties
- Ensure the Building Corp 501(c)(3) status on an ongoing basis and file the annual 990N in November
- Prepare and accurately account for year-end accruals

Financial Reporting

- Prepare a monthly set of financial statements to include a Balance Sheet and Statements of Revenue and Expenditures (compared to budget)
- Present Financial Report monthly to Board of Directors

Annual Audit

- Prepare year-end books for audit
- Schedule the annual audit for the first part of September
- Assist with annual audit as needed

Human Resources

- Process requests for leave and maintain leave records for all staff
- Understand and implement the provisions of the Fair Labor Standards Act
- Maintain annual employee agreements ensuring appropriate signatures are obtained
- Ensure employee files are maintained according to law

Benefits Administration

- Serve as the liaison between Excel Academy staff and Jeffco's Benefits office
- Troubleshoot claims issues as necessary

Supervisory

- Supervise the secretarial staff, clinic aide, facilities manager, and kitchen staff

Annual Calendar of Events

- Maintain the list of monthly duties to ensure that they are being completed in a timely manner

Supplies

- Process all requests for supplies from staff
- Verify purchases and maintain paperwork for audit purposes

Inventory Management

- Ensure assets are inventoried once per year

Risk Management

- Ensure adequate insurance is maintained for the school and that it meets the requirements of our District contract
- Oversees all Workers Comp claims and maintains their records

Skills:

- Have excellent interpersonal, organizational, time management, follow-through, and oral and written communication skills
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating resources in an effective and timely manner, and demonstrating respect for others.
- Be extremely flexible and able to work independently
- Accept responsibility and be self-motivated
- Is ethical and honest
- Be able to successfully analyze information, manage complexity, report results, enter data, and observe school and district policies as well as state and federal laws with attention to detail, confidentiality, and thoroughness
- Knowledgeable and comfortable working with technology and software programs, including MS Excel and Word
- Ability to maintain a high level of confidentiality with regard to employees, students and parents

- Needs to be able to work effectively with school staff, District personnel, and vendors

Education:

- Bachelor's degree preferred
- Familiarity with the school's mission and agreement with the school's educational philosophy

SPAN OF CONTROL: This position serves as a resource to other building personnel regarding human resources and benefits information as well supplies needed for the classroom.

EQUIPMENT: Computer (desktop/laptop/tablet) and communications technology equipment including software, office equipment (copy machine, fax, etc.), e-mail, and voice mail.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

MENTAL FUNCTIONS: While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to copy, instruct, compute, and synthesize.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside-weather conditions. The noise level in the work environment is moderate and may be noisy/chaotic at times. This employee is required to work in a variety of schools and office settings. While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to analyze, coordinate, compile, evaluate, synthesize, and compute. The employee is occasionally required to copy, instruct, and negotiate.

EQUAL EMPLOYMENT OPPORTUNITY: Excel Academy affirms that no person shall, on the basis of race, creed, color, age, national origin, religion, gender identity, disability, marital status, sexual orientation or veteran status be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity, including, but not limited to, employment or enrollment. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or perception of the individual's sexual orientation.