



Job Title: Business Manager/Registrar

Reports to: Principal

Our Mission

Orton Academy makes learning accessible to students with dyslexia who experience reading and written language difficulties by providing core instruction and dyslexia therapy based upon the science of reading.

Our Vision

Orton Academy is a regional leader in education by enabling students with a profile of dyslexia to overcome the barriers of dyslexia, dysgraphia, and dyscalculia; empowering students to become self-advocates; and providing a pathway to academic and personal success.

Our Motto

Instilling hope. Igniting purpose. Empowering to achieve.

Job Function

The Business Manager is responsible for the overall financial, administrative, and human resources functions at Orton Academy. This role oversees payroll, budgeting, compliance, facilities coordination, student enrollment, and registrar functions. The Business Manager ensures that the school operates efficiently, maintains compliance with state and federal regulations, and provides critical support to staff, students, and families.

Core Responsibilities

I. Financial Management

- Develop and manage the school's budget in collaboration with the Principal and finance team.
- Oversee accounts payable and receivable.
- Oversee Credit Card usage and assist in organizing documentation for reconciliation.
- Reconcile and track petty cash and department budgets.
- Ensure compliance with financial regulations and reporting requirements.
- Support grant reporting and management, ensuring proper allocation of funds.
- Closely work with the Minge Education Group Finance Team to ensure accurate documentation is collected and submitted in a timely manner.

II. Human Resources Administration

- Oversee personnel records, including new hires, terminations, and staff changes.
- Ensure that all employees are appropriately background checked and fingerprinted per Colorado statute.
- Assist with onboarding and orientation of new employees.
- Partner with Minge Education Group for HR compliance, payroll, and benefits administration.
- Track employee leave balances, including sick and vacation time.
- Track, enter and verify accurate employee timekeeping through the management of timecards.
- Serve as the primary contact for employee benefits, including health insurance and retirement plans.
- Track staff licensing, certification renewals, and employment compliance.
- Assist with drafting and revising job descriptions.
- Manage substitute teacher assignments and scheduling as needed.

III. Registrar & Enrollment Management



- Oversee student enrollment processes, ensuring accuracy and adherence to school policies.
- Maintain accurate student records and transcripts.
- Ensure compliance with FERPA and other student privacy regulations.
- Process student withdrawals and transfers, coordinating records requests.
- Support state and federal reporting requirements for enrollment and attendance.

IV. School Operations & Administrative Support

- Maintain office and school supplies, ensuring availability for staff and students.
- Provide administrative support to the Principal and leadership team.
- Assist in scheduling and communications for school-wide events and activities.
- Greet and assist visitors, parents, and students in a professional and welcoming manner.
- Support planning and execution of school events, including exhibitions, recruitment fairs, and staff engagement activities.

V. Compliance & Facility Coordination

- Ensure compliance with all school policies, local, state, and federal regulations.
- Manage and document facility drills, safety protocols, and emergency procedures.
- Support coordination of facility rentals, vendor agreements, and maintenance needs.
- Oversee records management for audits, accreditation, and compliance reporting.

Qualifications

Education & Training:

- Bachelor's degree in Business Administration, Human Resources, Accounting, or a related field preferred.
- PHR or SHRM Certified Professional credential preferred.

Experience:

- Experience in financial management, HR administration, school operations, or business management.
- Familiarity with school finance, charter school operations, compliance, and human resource functions is a plus.

Knowledge, Skills & Abilities:

- Strong understanding of financial management, budgeting, and payroll processing.
 - Knowledge of human resource principles, employment law, and compliance requirements.
 - Excellent organizational, time management, and problem-solving skills.
 - Ability to handle sensitive information with confidentiality and professionalism.
 - Strong written and verbal communication skills.
 - Proficiency in Microsoft Office, Google Suite, and HR/payroll software.
 - Ability to work independently while collaborating effectively with staff and leadership.
 - Exceptional attention to detail and accuracy in managing records and finances.
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Work Environment & Physical Demands

- Some physical exertion required.
- Required to sit and/or stand up for long periods of time.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate; however, noise level may increase during periods of high student traffic.

Terms of Employment

- Salary range: \$45,000-\$52,000/annually
- Benefits:
 - 100% employer paid plans offered for employee health, dental and vision
 - 401(K) with a 100% match up to 5% of compensation; please note: this is **not** a PERA-eligible position
 - Annual paid vacation time
- Full time, non-exempt position (240 days)
- Location: 3115 Larkspur Drive, Colorado Springs
- Work year and hours shall be those established by Orton Academy.
- Performance evaluations will be conducted in accordance with school policy.

The Board of Directors at Orton Academy (OA) has contracted with Minga Education Group (MEG) to provide employment services for all staff that work at Orton Academy. Through this partnership, MEG provides OA with employment services, a personnel system for human resources, benefits, payroll services, as well as access to a 401(k) plan. For naming purposes, Minga Education Group is the employer.