

**POSITION:** Business Manager

**RESPONSIBLE TO:** Principal

**WORK SCHEDULE:** 220 days

**DESCRIPTION SUMMARY:**

The Business Manager serves as a support to the Principal with respect to finance, human resources, facilities, and technology. The Business Manager ensures that the value, mission and vision of Wyatt Academy are reflected in providing customer service to all stakeholders. The Business Manager works to ensure the efficient operation of the front office of the school.

This position requires a self-motivated, team-oriented individual with strong attention to detail, excellent organizational skills, and solid technology communication skills. Most importantly, this individual must possess and demonstrate a whatever it takes attitude to organizational excellence. They must truly enjoy working with scholars, families, school staff and the Wyatt community.

**QUALIFICATIONS:**

1. Bachelor's Degree in a related field required.
2. Capability in managing and planning projects.
3. Previous experience in an educational environment preferred, but not required.
4. Demonstrated computer skills to include Microsoft Office, Google Suite, and QuickBooks.
5. Fluent and proficient in various forms of social media.
6. Accuracy and speed in data processing required.
7. Excellent communication and writing skills.
8. Must successfully pass reference checks, background checks and/or licensure verification.
9. Proven capability to manage detailed information.
10. Comprehensive record keeping and data analysis skills.
11. Demonstrated autonomy, organization, assertiveness, flexibility and cooperation in performing job responsibilities.

Approved	Reviewed	Revised / Effective May 4, 2021
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**JOB DUTIES:****Human Resources:**

1. Responsible for processing all new hire paperwork, and sending to third party vendor for input into payroll system
2. Coordinates monthly payroll and submits for processing
3. Tracks all staff paid time off
4. Works with academic deans to coordinate substitute coverage
5. Ensures all employment agreements are signed, collects transcripts, test scores and licenses
6. Ensures all teachers are highly qualified
7. Follows termination process when staff leave the school, including final payment
8. Trains staff on operations procedures as needed
9. Updates/revises employee handbook on an annual basis

**Facilities/Food Service/Transportation:**

1. Responsible for maintaining visual throughout the building that promote the desired culture of the school
2. Develop annual facility plan in conjunction with the Principal
3. Oversees day-to-day operations of school-based facilities to ensure the facility looks the best it can
4. Performs regular walk-throughs of the building to address any issues
5. Manages the implementation of facility projects
6. Manages the custodial staff
7. Ensures materials, furniture and equipment are properly stored and accessible when needed
8. Works closely with DPS lunch staff to ensure meals are served timely, also communicates field trip requests
9. Manages the process of collection of lunch applications from families
10. Arranges all bus transportation for field trips
11. Ensures scholar and staff safety through the preparation and execution of emergency plans

**Purchasing/Accounting/Finance:**

1. Order all supplies, technology and curriculum for school
2. Manages uniforms from purchasing to selling to families
3. Prepare purchase order for items
4. Reconcile credit card charges against monthly statement, ensuring all receipts are accounted for, and enters them into accounting software.
5. Process all incoming invoices (enter invoice, print check, mail)
6. Make bank deposits from funds received (uniforms, field trips, donations, etc)
7. Works with third party finance consulting firm for input into budget and participates on monthly finance calls
8. Manage operational budgets and keep relevant school leadership in the loop.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbent may be requested to perform job-related tasks other than those stated in this description. In addition, the incumbent may be requested to occasionally perform other tasks.

**STATEMENT OF UNDERSTANDING**

I have read and understand this position description and agree to fulfill the duties and responsibilities contained herein. I also understand that this job description may be modified at any time in the interest of enhanced and/or more efficient operations of Wyatt Academy.

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Employee Name Printed

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Employee Signature

\_\_\_\_\_  
Date