

Job title	<i>Chief Financial Officer/Business Manager</i>
Reports to	<i>Administrator</i>

Job purpose

Under the direction of the Administrator, the Chief Financial Officer/Business Manager shall have the responsibility for assisting with the implementation of financial and business (including human resources, information technology, facilities, and grant writing) affairs of the school system to provide the best educational and operational services with the fiscal resources available.

Duties and responsibilities

1. Advises and reports to Administrator as appropriate on all matters relating to the business affairs of White Pine Charter School.
2. Helps to prepare initial school budget and subsequent reports as necessary.
3. Monitors expenses and funding sources on a daily basis and prepares financial projections for the Administrator and the Board of Directors as directed by the Administrator.
4. Assists the Administration with operating procedures and controls for all financial and administrative matters throughout the school district, including cash management and collection functions.
5. Advises the Administration on financial implications of all contracts and contract proposals.
6. Prepares financial models or projections as requested by the Administrator.
7. Assists the Administration with reconciliation of system-wide accounts and those responsible for expenditure control to maintain accuracy and integrity of financial information.
8. Audits all student activity accounts to ensure revenue collection and expenditure controls are in compliance with acceptable accounting practices as well as local policies, procedures and regulations.
9. Processes liability claims for the school as required.
10. Develop and maintain with current data a system-wide process for inventory control of fixed assets.
11. Participates as required in contract negotiations and grievance resolution.
12. Assists with preparation of all State and Federal financial reports to ensure that the School receives all reimbursable expenses.
13. Coordinates personnel management system for support staff in conjunction with the Administration and recommends training programs to provide the staff development needs of the School.
14. Approves routine expenditures for goods, services, and salaries as directed by the Administrator.
15. Presents information to the public concerning the financial operation of the school as mandated by Federal, State, and local statutes and other duties as requested by the Administration.
16. Assists Administration and teachers with researching possible grant opportunities. Serves as the primary grant writer for the school.
17. Coordinates with the Administrator and IT Consultants to execute an information technology plan to ensure sufficient availability of technology for staff and students. In the absence of the IT Consultant, provides technical support to staff as needed.
18. Serves as the Human Resources Manager for the school, ensuring benefit enrollment is completed for all eligible staff and mediating human resources issues as necessary.
19. Attends monthly Board of Directors meeting and other meetings as required.
20. Performs other tasks and duties as required by the Administration and Board of Directors.

Qualifications

PERSONAL AND PROFESSIONAL QUALITIES:

1. Must be skilled in the use of computers and a working knowledge of computerized accounting/purchasing/personnel systems. Proficiency in Microsoft Office products (Excel, Word) required.
2. Strong leadership qualities.
3. Strong communication skills.
4. Ability to relate to colleagues and the general public.
5. A person of professional and personal integrity.
6. Must possess a strong work ethic.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND ABILITY

1. Graduate of an accredited college or university with a bachelor's degree in business administration or accounting; Master's degree or MBA preferred.
2. Experience in Fund Accounting.
3. Knowledge of State Teacher Retirement Systems (PERSI) and 401K.
4. Ability to think conceptually and articulate ideas and recommendations in written communications and reports, and oral presentations to diverse audiences.
5. Demonstrated ability in a leadership role requiring evaluation, supervision, negotiation, and management of human resources and fiscal operations.
6. Knowledge of Federal and State reporting, data surveys, auditing procedures.
7. Demonstrated ability to handle multimillion-dollar budgets.
8. Knowledge of payroll procedures and tax preparation.
9. Grant writing experience preferred.
10. Any combination of education and/or acquired experiences which meet all stated requirements may be considered as appropriate for the position.

PERFORMANCE APTITUDES

1. Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.
2. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations
3. Requires the ability to utilize a wide variety of reference and descriptive data and information.
4. Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
5. Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
6. Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving evaluation of information against measurable or verifiable criteria.
7. Requires the ability to perform tasks that require visual perception and good oral communications.

Direct reports

Food Services Director; Head Custodian/Maintenance Manager

This position is an overtime exempt position and requires working at least 205 days during the fiscal year. While 205 days is the minimum expectation, it may be necessary for the Chief Financial Officer/Business Manager to work more days to satisfactorily complete all required job duties.