
Business Manager – Athlos Academy of Jefferson Parish

Company: Athlos Academies

Reports to: Chief School Finance Officer

Classification: Part/Full-time, hourly

Benefits: Yes

Compensation: DOE

Position Overview

The Position of Business Manager will be responsible for the accounting functions of *Athlos Academy of Jefferson Parish*; working directly with the annual audits; assisting with development and management of the budget; state and federal reporting; managing cash flow and investments; payroll and benefits processing; procurement, and related work as apparent or assigned. This position will work closely with the Chief School Finance Officer in assuring that financial operations are aligned with Athlos best practices.

Duties & Responsibilities

- Act as a resource to Athlos Academy staff and the local school board concerning charter school law and related finance operations
- Assist in the preparation and monitoring of the budget, preparing work papers for the audit and monitoring campus cash flow and investments.
- Completes all steps necessary to process bi-weekly payroll and required state and federal compliance reporting.
- Work with Human Resources staff at our schools on benefit plan designs, appropriate billing, and payroll liability reconciliation.
- Facilitates all local, state, and federal financial compliance reporting.
- Ensure that all grant related items and Special Education reporting is completed in SEDRA and SERVs reports.
- Reconciles bank accounts, charge cards, campus deposits, grants, liabilities and benefit liabilities; prepares balance sheet reports from balanced books.
- Work with Athlos Academy of Jefferson Parish to adhere to new hire processes, including managing new hires and their associated benefits.
- Receipts all incoming revenue; reviews, codes, and enters all deposits.
- Interprets state and federal funding regulations and ensures all revenue and expenses are reported consistent with MDE, UFARS and GASB accounting guidelines.
- Completes all monthly reports for Board of Directors' meetings; quarterly state and federal reporting; audit and year-end closing processes.
- Work with Athlos Academy of Jefferson Parish personnel to maintain cash disbursement processes which align with Athlos Academies best practices and ensure that disbursements are processed in a timely manner.
- Work with Athlos Academy school staff to ensure accounting transactions are recorded correctly and coded appropriately. Work with school staff to account for, and learn to minimize, necessary adjustments

- Work with Chief School Finance Officer on development of processes and procedures for all business functions which align with best practices of GFOA.
- Work with Chief School Finance Officer and independent auditors to ensure Athlos Academy of Jefferson Parish issues audited financial statements in accordance with GAAP.

Qualifications & Experience

- Comprehensive knowledge of the principles, practices and procedures of school finance administration.
- Comprehensive knowledge of the general laws and administrative policies governing school budgeting and financial practices and procedures.
- Thorough knowledge of account structure and database management for state of Louisiana.
- General knowledge of standard office procedures, practices and equipment.
- Comprehensive skill using a computer and applicable hardware and software
- Comprehensive skill using School specific Accounting Financial Software (including administration, check processing, payroll and HR).
- Ability to forecast financial capabilities
- Ability to develop and present ideas effectively, orally and in written form
- Ability to establish and maintain effective working relationships with associates, the Board of Directors, vendors, various agency representatives, and the general public.

Education & Background

- Bachelor's degree with emphasis in accounting, finance, or related field and extensive experience for a Minnesota school district or charter school preferred, or equivalent combination of education and experience.

Skills & Intangibles

- Experience working in a multi-cultural setting and with diverse groups of people preferred.
- Ability to complete tasks with high fidelity with a minimum amount of supervision.

How to Apply

Visit www.athlosacademies.org/careers for application; submit resume and application to hr@athlosacademies.org.

Equal Opportunity Employer

Athlos Academies is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

Athlos Academies Headquarters: 918 W. Idaho St., Boise, ID, 83702

Office: (208) 519-4000

HR Fax: (208) 917-4626

HR Email: hr@athlosacademies.org

Web: www.athlosacademies.org