

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Manager, Business and Operations
CATEGORY:	Classified Exempt
REPORT TO (BY TITLE):	Principal/Executive Director
SALARY RANGE:	Commensurate with Education and Experience
SALARY SCHEDULE:	Classified Management Contract
WORK YEAR:	12 Months

POSITION DESCRIPTION

The Manager, Business and Operations is directly responsible to the Pathways to College Executive Director/Principal for the overall management of the school's business operations, preparing the school's budget, financial record keeping and fiscal analysis, reporting the school's financial activities, overseeing business office, custodial, and food service personnel, and managing personnel records for all employees of the school.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

Business and Human Resources

- Manages all functions related to school finance and facility expenses.
- Support Manager, Office and Instruction to ensure accuracy of student databases which include the Student Information System and CALPADS.
- Prepares budgets, financial statements, and cash flow statements with assistance from the back-office provider.
- Develops and implements the school's annual budget with assistance from the back-office provider and under the direction of the Principal/Executive Director.
- Maintains regular and advisory communication with Governing Board in all areas of responsibility.
- Analyzes and revises school budget as needed.
- Develops program and project budgets.
- Assists auditors with audits of records and program compliance.
- Maintains records of transfers, charges, and credits.
- Prepares required District, County, and State reporting (e.g. interim financial reports).
- Manages and reconciles all bank accounts.
- Oversees purchasing, i.e., vendor services, instructional materials equipment, and supplies.
- Oversees accounts payable, i.e., vendors, instructional materials, equipment, employee reimbursements, benefit premiums, etc.)
- Prepares a variety of reports and correspondences
- Performs a variety of financial and statistical research as required.

- Organize and maintain staff records including attendance and timesheets.
- Oversees all payroll functions.
- Supervises all classified personnel.
- Perform routine checks of personnel records to ensure up-to-date information (e.g. address, contact, credential status, etc.).
- Perform credential analysis of all certificated staff with Principal/Executive Director; provide records as requested to district office.

Operations

- Implement procedures for a variety of clerical and operational matters to ensure the office functions smoothly including the purchase of office and school supplies.
- Support the Principal/Executive Director to coordinate a school calendar, manage dates, and materials for meetings as well as overseeing the arrangement of fieldtrips and substitutes.
- Communicates a variety of information to visitors and staff.
- Interprets and administers applicable policies and procedures.
- Attends selected professional meetings and workshops for the purpose of ensuring compliance with education codes, and state and federal regulations.
- Assist school staff and Principal/Executive Director with coordinating school and community events including field trips, professional development, back-to-school nights, and open house.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assist in activities designated as necessary by the Principal/Executive Director.

MINIMUM QUALIFICATIONS

Education:

- Bachelor's Degree from an accredited university with major emphasis in accounting, organizational management, or related field. Master's Degree preferred.
- Minimum two years job related experience.

Knowledge, Skills, and Abilities:

- *Knowledge* of financial analysis and research techniques; computer applications for accounting procedures; basis principles, practices and terminology of public purchasing; applicable laws and regulations; financial and computerized statistical record keeping techniques and methods; budget development and other designated areas of work of the department; budget and financial data; personnel law and management of personnel files.
- *Skills* to perform multiple specialized technical tasks. Specific skills to communicate with persons of varied cultural and educational backgrounds; operate standard office equipment; perform standard bookkeeping/accounting procedures; perform standard clerical procedures; prepare and maintain accurate records; and utilize pertinent software applications. Keyboard/computer literate.
- *Ability* to perform basic accounting, statistical, and audit work. Prepare clear and accurate financial statements and reports. Understand, interpret, and apply complex rules, regulations, procedures and policies with assistance from back-office provider. Lead, guide, and supervise others. Work independently utilizing sound judgment and discretion in a wide variety of situations. Compose and edit correspondence. Maintain confidentiality of information. Communicate effectively with a wide variety of audiences both orally and in writing. Establish and maintain cooperative relationships with those contacted in the course of the work. Adhere

to safety practices. Be attentive to detail. Meet deadlines and schedules and work under time constraints.

Working Environment:

- The job functions are generally performed in an indoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.