

## **BUSINESS MANAGER - FINANCE**

**Reports to:** CEO

**Starting Salary:** \$51,008

**FLSA Classification:** Exempt

**Purpose:**

Oversee accounting and finance functions.

**Job Qualifications:**

- Bachelor's Degree in business, finance, or accounting required
- Experience in accounting/finance field required. CPA designation helpful but not required
- 4 - 5 years accounting/finance experience

**Competencies**

- Charter School financial accounting experience
- Aptitude in generating reports and using Excel, QuickBooks, word processing, e-mail, database, and presentation software
- Working knowledge of GAAP, GASB, and related compliance guidelines
- Superior financial management skills
- Strong technical abilities
- Business acumen
- Written and verbal communication skills; ability to effectively communicate and coordinate actions with CEO, leadership team, Board of Trustees, and other staff and third party vendors/contractors
- Strict adherence to confidentiality and the ability to handle sensitive information
- Superior attention to detail
- Ability to perform multiple assignments without immediate supervision
- Time Management and the ability to prioritize tasks to meet deadlines



**Mission:**

Our mission is to provide a world-class education for the students in the Penn Hills community that will not only prepare students academically, but develop them into informed and responsible world citizens, creative problem solvers, and effective communicators. We believe that children of all cultures and abilities can learn and be challenged to reach their highest potential. To achieve this, the school recognizes the importance of collaboration with the entire learning community of students, parents, community members, and school staff. Our mission is to ensure that the students experience real-life 21st-century learning experiences in an innovative, community based public school setting, and created to build a foundation that will enable students to reach their highest potential.

**Job Responsibilities:****Financial Management**

- Prepare monthly, quarterly, and annual financial statements and reports
- Maintain financial records and accounts, including the general fund, food service  
Generate and organize records to support completion of AFR and annual financial and special audits
- Student tuition billing (PDE 363)
- Maintain federal programs financial reporting
- Support food service department with PEARS submissions
- Ensure that the organization is on track to meet its financial and budgetary goals.
- Maintain official accounting records in conformance with GAAP, legal requirements, and organizational policies.
- Oversee financial data processing systems and recommend improvements/upgrades as needed.

**Bookkeeping**

- Sending payroll files from internal financial management system to external financial institution
- Payroll preparation, including Federal Tax Quarterly 941 payments and reports, State tax payments and reconciliations, PA UC payments and Local quarterly reports along with year-end 940 payments and reports, W2 preparation, and year-end Local reports.
- Accounts Payable
  - Track payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
  - Reconcile processed work by verifying entries and comparing system reports to balances.
  - Financial Analysis
  - Produce monthly and ad hoc reporting as needed

- Provide timely payment to vendors and service providers. Respond to all inquiries regarding payments.
- Accounts Receivable
  - Maintain billing system
  - Generate invoices and account statements
  - Perform account reconciliations
  - Produce monthly and ad hoc reporting
  - Investigate and resolve any irregularities

**Working Conditions:**

Work is primarily sedentary in nature, exerting up to 10 lbs of force occasionally and/or up to a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Frequent handling, reaching, fingering. Vision abilities required by this job include close vision. Primarily assigned to an office environment that is climate and noise controlled with adequate lighting, using standard office equipment such as computers, phones, printers.