

Business Manager of Fort Collins Montessori: Qualifications, Roles and Responsibilities

Reports To: Head of School

Summary: Provides internal financial management to ensure maintenance of processes that support the vision and mission of the school, administrative team, Executive Director and Board.

Essential Duties and Responsibilities:

Task 1: Managerial Leadership

- Work with Head of School to create and manager internal control processes.
- Order necessary supplies or equipment for schools to run effectively.
- Responsible to manage business office processes and procedures to ensure financial controls are properly followed
- Provides direction to office and teaching staff as related to financial processes
- Responsible for maintenance of financial transaction files, including vendor files, contractor records, contracts for services and insurance files

Task 2: Accounting Leadership

- Verify cash collected by school office staff/employees, complete deposit forms, enter data into accounting system and make deposits to bank accounts with required documentation.
- Receive and verify purchase requisitions, create purchase orders to be approved by the appropriate authority
- Match invoices and receiving slips with purchase orders, scan and enter into accounting system and submit checks for approval, print and mail checks
- Responsible to track and record all school revenue and expenditure transactions, including budgetary and purchase approval processes.
- Process payables weekly
- Verify that all payments in accounting system have the proper supporting documentation per audit standards
- Monthly bank reconciliations
- Responsible for monthly health benefit reconciliations
- Monthly payroll processing and reconciliation
- Quarterly 941 reconciliation
- Maintain accounts payable and receivable filing system both paper and electronic- all documentation is scanned and

- entered into the school accounting system.
- Maintains debit/credit card checkout logs and usage
- Assists the accountant with annual audit

Task 3: Human Resource Leadership

- Responsible to maintain all human resource records and employment transactions
- Monthly Payroll processing for all employees
- HR employee file maintenance and documentation.
- Creates systematic HR process, which empowers the school
- Maintain accurate records and process transactions for all employee deduction elections; maintain accurate records on employee benefit elections to assure proper deductions are processed
- Issue W-9 form to all new vendors, log collection and maintain file for W-9 responses
- Maintain employee payroll and personnel data for compensation and benefits and updates as necessary; respond to authorized parties on employee compensation and benefits; responds to employees regarding
- Issue annual open enrollment announcements, enrollment applications, and submit changes to carriers and make follow up calls/emails to providers for any errors or corrections required
- Assist employees in resolving problems through obtaining contact numbers or other resources necessary for use of benefit programs
- Issue employee annual and period notices relevant to HIPPA
- Work with the Executive Director to ensure that all needed personnel file information, certifications, salary and benefit information, contracts, employment letters, attendance, leaves, sick and vacation time, and all contract and board commitments, etc. are properly maintained and administered

Other Administrative Duties:

Other duties as requested. This position may require travel between school locations, outside meetings, and travel for training. Coordination and cooperation with other employees to further the school's mission and vision is expected, as well as occasional interaction with student and parents. Occasional stress to meet schedules or deadlines, along with considerable paperwork to meet accountability and legal requirements will be part of this position.

Skills Required

- Strong technical skills, experience in managing and manipulating databases and spreadsheets
- Highly organized and execution-oriented (experience managing

- many moving parts and consistently delivering on time)
- Acute attention to the smallest details to ensure smooth, predictable, and effective outcomes
- Strong communication skills, written and oral - able to communicate technical information and requirements (e.g., how to manage account details) to a non-technical person (e.g., teacher)
- Highly proficient with MS Excel, MS Word, and MS PowerPoint
- Initiative - takes instruction well, but does not wait for it
- Places a high value on delivering quality internal and external focused customer service
- Ability to work in a fast-paced, high-performing, but sometimes unpredictable environment

Evaluation: Performance will be evaluated by Head of School using an evaluation instrument that is aligned with job description and goals.

Education and Experience: Preferred: BA or BS from an accredited 4-year institution

- Required: associates degree from an accredited institution, preferably in finance or accounting
- Minimum of 3 years work experience in an accounting/data management or similar environment

