



**POSITION:** Business Manager

**REPORTS TO:** Chief Executive Officer

**PURPOSE:**

- To manage effective administrative and financial services to the school.
- To maintain a strategic financial plan that will indicate trends and requirements of the school's development plan and can be used to forecast future financial issues.
- To manage the purchase of supplies, equipment, and services.
- To develop and communicate clearly the school's development and comprehensive plan.
- To be responsible for overseeing the maintenance of buildings, grounds, and equipment.

**Specific Duties**

- To monitor salaries and expenditures and advise the Chief Executive Officer and the Board of trustees accordingly.
- To manage the ordering of all supplies, equipment, and services.
- To develop and monitor a long-term financial strategy for the school in consultation with the Chief Executive Office and the Board of Trustees.
- To ensure hours submitted by staff are accurate and authorized.
- To prepare all financial reports due to the Federal, State, and Local Governments.
- To be responsible for negotiating new contracts for goods and services.
- To manage, supervise, and or perform required duties in the following areas:
  - Develop the annual operating budget for the school.
  - Financial accounting and reporting for all funds.
  - General business office operations.
  - Debt Service
  - Fixed assets
- To prepare payroll and fiscal record-keeping including employee retirement accounts, insurance programs, and other employee benefits. Filing and remittance of school obligations and preparation of bi-weekly and quarterly reports related to payroll taxes, social security, workers' compensation, tax-sheltered annuities, and W-2 preparation.
- To prepare the monthly financial reports for the York Academy Board of Trustees and the York Academy Foundation Board of Trustees.
- To prepare and submit PDE-2057 Annual Financial Report and other report required by the Commonwealth.
- To prepare and submit all quarterly payroll tax reports.
- To assist in preparation and completion of the annual audit.
- To assist in the review of Free and Reduced Lunch Applications and participate in any audit of this Federal Program.
- To assist the Chief Executive Officer with the development of the General Fund Budget.

**Office Management**

To oversee the daily operation of the Business Office.

To ensure that all databases are maintained and display accurate information.

To assure that all procedures are in place to deal with the handling of cash within the school.

**Facilities and Property Management**

Ensure the safe maintenance and operation of all school facilities.

Ensure the continued availability of utilities and services.

Ensure a safe environment for stakeholders.

Ensure ancillary services such as cafeteria food service, building cleaning procedures are managed effectively.

**Leadership**

Contribute to the development of the school's vision and mission.

Ensure that all staff are briefed on allocated work.

Attend evening meetings as required.

**QUALIFICATIONS:**

Minimum of a Bachelor's Degree in Accounting

Demonstrated ability to work independently, communicate effectively, and manage staff.

Demonstrated supervisory experience.

CPA, PRSBA, PRSBO, or other professional designations in a related field preferred.

Such alternatives to the above qualifications as the Board of Trustees may find appropriate.

**TRAINING AND EXPERIENCE:**

Valid Pennsylvania driver's license

Receipt of current favorable Act 34 and Act 151 clearances

**GENERAL:**

Ability to work cooperatively with others.

Demonstrated ability to deal effectively with staff.

Demonstrated ability to use computer technology efficiently.

Ability to handle confidential information.

Ability to follow written and verbal directions.

Ability to complete assigned tasks with minimal supervision.

Ability to work independently and make work-related decisions.

**EVALUATION:**

Completed by the Chief Executive Officer

**LENGTH OF CONTRACT:**

260 Days