



Job Description – Business Manager

This is a salaried, exempt position with a year-round (12-month) work schedule and base standard hours of 7:30 a.m. to 4:00 p.m. daily. Salary will be set annually on a performance-based schedule. The Business Manager will report to the Principal.

Major Function

LCCA's Business Manager performs business, financial accounting, budgeting, administrative, and some supervisory work in various areas, primarily in the non-academic operations of the organization. This includes leading the business function of LCCA, ensuring LCCA's compliance and required external reporting and filings in all financial, fund-accounting, budgeting, student enrollment, and related areas (e.g., preparing for federal, state, and other (e.g., charter authorizer, lender, etc.) financial accounting-related audits); training others in budgetary and financial accounting matters; budget administration; assistance with strategic planning, researching and recommending all aspects (including systems, applications, third-party vendors, etc.) of a reasonably manageable and sustainable financial accounting infrastructure; serving as overall registrar (of students) for LCCA; and other duties as assigned (e.g., supervision of students in certain non-classroom situations, helping with school start-up administrative duties such as helping populate and maintain the school information system (SIS) database, etc.). He or she works to ensure the business success of the organization, sees to it that all financial accounting regulatory requirements are met, and that all financial resources are controlled/safeguarded, managed, accounted for, and reported on accurately, completely, timely, effectively, and efficiently.

The Business Manager's essential duties and responsibilities are as follows:

- Oversees all aspects of financial management. Maintains knowledge of all laws and changes in laws, regulations, and rules applicable to school finances federally (e.g., the various Title programs, federal nutrition program, etc.) and in Wisconsin (state aid/funding, grants, etc.). Monitors LCCA's compliance with applicable laws, regulations and rules, including being aware of, consistently tracking, and filing all required financial/accounting-related reports, disclosures, and student enrollment data/reports. Monitors and reports on school's financial condition, results, compliance with all applicable covenants and/or restrictions, and overall stability.
- Develops annual operating budget details for principal and high-level summaries for the LCCA Board.
- Coordinates the development of, and prepares, school site general fund and special projects budgets.
- Prepares budget transfers as appropriate and monitors charter school budget.
- Prepares and maintains purchase orders and other expense records.
- Approves, logs, and monitors expenditures.
- Reconciles site records with monthly reports; resolves discrepancies; and ensures expenditures are within budget allowances for the month and year.
- Responsible for site level procurement of supplies, materials, equipment, and inventory management.
- Prepares support for annual performance audit in collaboration with school Principal and Assistant Principal.
- Responsible for site level budget monitoring and management, with input into budget development.
- Reviews monthly financial reports, and updates monthly financial year-to-date actual vs. budget templates/reports and estimates.

- Coordinates with grant writers for all federal, state, and local grant applications and reporting.
- Manages and reconciles school's petty cash funds, if applicable.
- Provides financial oversight, including invoice approval and developing the substitute teacher budget.
- Helps manage accounts payable process, and also reviews personnel costs at a budget-performance (vs. individual/detailed) level.
- Oversees, in coordination with the Principal and Assistant Principal, year-end audits as well as any site or other audits from state or federal agencies or other parties (e.g., charter authorizer, lender(s), etc.).
- Oversees the business functions of LCCA and keeps current on all needs, issues, and key subjects/topics in this area.
- Assists with strategic planning, as needed.
- Researches and recommends all aspects (including systems, applications, third-party vendors, etc.) of a reasonably manageable and sustainable financial accounting infrastructure.
- Serves as overall registrar (of students) for LCCA, overseeing the accurate, complete, timely, and efficient population and maintenance of the school information system (SIS) database, generating accurate, useful, and timely SIS reports as needed by LCCA Management, etc.
- Performs other duties as assigned (e.g., supervision of students in certain non-classroom situations, helping with school start-up administrative duties such as helping populate and maintain the school information system (SIS) database, etc.).

Minimum Qualifications

- Bachelor's degree in a directly-related major (e.g., accounting, finance) from a fully accredited college or university.
- At least four years of progressively responsible experience in school business management and fund accounting.
- Possession of at least one professional certification in financial or management accounting (e.g., CPA, CMA, etc.), financial planning and analysis (e.g., CFA), and/or budget management is desirable.
- Charter school or similar experience desirable.

Computer Skills

- To perform this job successfully, an individual must have knowledge of and experience in proficiently using financial accounting/management (including school fund accounting, down to the object level) software, spreadsheets (e.g., Excel), presentation software (e.g., PowerPoint), and word processing software (e.g., Word), and be proficient with (or be willing to quickly and efficiently learn and become proficient in) school information system (SIS) software.

Additional Qualifications

- Ability to demonstrate, uphold, and promote in daily interactions a commitment to LCCA's mission and vision, and the moral character and civic virtue LCCA embodies.

LCCA is an equal opportunity employer. The organization is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws.