

JOB DESCRIPTION

BUSINESS OPERATIONS COORDINATOR

The Business Operations Coordinator manages all finance, budget, facility and safety functions for CFCI. The Business Manger will also act as the financial and legal liaison to accounting firm.

Reports to: CFCI Director

Supervises: Front Office Staff, Building maintenance, cleaning service employees, and IT Services

Desired Education: Associates or Bachelor's Degree in Business, Accounting or related area.

Type of Experience Preferred: 3-5 years business experience with education or non-profit institutions.

Position Type: 12 month, 30 Hours flex-time per week

Salary Range: \$38,250 - \$48,250

The Business Operations Coordinator will

- Actively participate in the Admin Team and follow through on assignments
- Sign and commit to CFCI's professional conduct policy and confidentiality agreement
- Act as a role model of CFCI's social curriculum in all interactions with faculty, staff, students, parents, Board of Directors and community members
- Serve as back up in emergency situations
- Attend faculty meetings as needed
- Serve on appropriate Board Committee(s) as designated through Administrative Team
- Attend school wide events whenever possible
- Attend CFCI Board meetings
- Perform all other duties and responsibilities assigned by the Director and delineated by the Administrative Team
- Attend all Finance Committee meetings
- Attend all Building and Facilities Committee meetings
- Attend all Administrative Team meetings

Fiscal

- Compile data for the year-end budget and new fiscal year budget to present to faculty and Finance Committee
- Meet with Board Treasurer monthly and as needed to review financial reports
- Develop and submit annual budget to the Board and State
- Submit all required state/federal fiscal reports and others as assigned
- As directed by the Director or Finance Committee; make budget adjustments as needed; allocate funds to programs
- Oversee and submit for payment all accounts payable and payroll
- Serve as liaison between CFCI and Acadia Northstar regarding all fiscal matters, including accounts payable, accounts receivable, payroll and taxes
- Actively research and pursue grant options; support in preparation of grant writing and submissions
- Deposit and requisition school funds
- Coordinate investment of school funds w/ Finance Committee and Board to ensure maximum return on cash reserves
- Conduct pre-audits of all obligations to ensure expenditures are within budgeted appropriations
- Oversee school audit; submit report to Board
- Provide classroom allotment statements
- Negotiate contractual agreements on behalf of CFCI.
- Manage CFCI purchases; provide purchase orders and invoices as needed; place school-wide orders as needed.
- Coordinate Lunch Enrichment Program and Field Trip Scholarship Program
- Maintain bank signatory documentation which accurately reflect current Board officers and authorized staff
- Accountable for school credit card(s) usage.
- Receipt and track all Field Trip money collected from parents
- Manage all aspects of finance

Technology

- Oversee Information Technology Contracted Services
- Assist with day to day Operational Tech issues
- Administrator for google apps – email accounts and archive system
- Create and maintain master CFCI electronic calendar

Personnel

- Oversee building maintenance and cleaning service employees; make contract recommendations to the Administrative Team
- Manage time sheets for part time personnel.
- Work cooperatively with Human Resources Coordinator regarding leave, payroll, and other applicable issues.

Communication

- Bring before the Administrative Team and the Board matters of federal and state funding that may effect CFCI
- Attend financial related meetings/workshops as mandated by DPI
- Attend Charter School conferences/workshops relating to fiscal matters and report back to Administrative Team
- Assist Director with legal issues.
- Prepare weekly Administrative Team meetings minutes

Facility/Safety

- Coordinate required facility maintenance services and warranty contracts.
- Respond to any maintenance emergency.
- Collaborate with front office staff to maintain effective and safe school visitor procedures.
- Implement, and develop as necessary, emergency management plans; work with fire, police, health and safety agents and security management personnel; administer and record regular fire drills; ensure yearly fire extinguisher maintenance; update evacuation kits semi-annually.
- Manage CFCI's Crisis Management System/Guide and Team and consult with Safety Committee
- Update/maintain accurate inventory of all equipment and materials.
- Facilitate efforts to reduce work place/playground accidents.
- Manage a replacement cycle plan for all major future building expenditure items such as roofs, HVAC, etc...
- Support Building and Facilities Committee as liaison to Finance Committee.