



Business Manager

Liberty Tech Charter School seeks a qualified candidate for the full time position of Business Manager. The Business Manager will work closely with the Principal as well as the accounting manager to ensure accurate, timely, and sound financial transactions. The Business Manager will play an essential role in the start up, development, and establishment of financial and fiscal operations of the school.

Qualifications:

- Minimum Bachelor's Degree in Finance, Business, Education Administration or other related field (Preferred)
- Nonprofit experience a plus
- Professional, personable, flexible and ability to work effectively with a wide variety of individuals and groups
- Excel or Google Sheets proficiency a must
- Experience in charter school or business management preferred.

Responsibilities:

- Work with the Principal and Board Finance Committee to prepare and revise annual budgets, as well as monitor monthly revenues and expenditures with the parameters of the budget. This includes working with the accountant on the development of financial statements including budget to actual analysis including variance explanations.
- Serve as the school's contact person for outside vendors and service providers when renewing bids, placing orders, overseeing contracts and making payments.
- Oversee money handling with the school and preparing weekly deposits.
- Managing banking relationship
- Monthly payroll processing with vendor, including payment of payroll provider
- Development/maintenance of accurate financial records, accounting functions, internal controls, audit and tax matters, and expenditures.
- Acts as benefits coordinator including tracking of personal time off and coordination of annual benefits enrollment.
- Coordination of annual financial audit and various reviews by the GA Charter Schools Commission, Federal and other authorized agencies.
- Working the the Board Fundraising and Development Committee to provide financial information and support; Tracking of grant receipts and expenses in support of designated grant funding from private and public sources.
- Coordinate and manage the school's relationship with janitorial provider and other school contractors
- Maintain proper and adequate insurance coverage for the school building; Ensure compliance with local, state, and federal building safety and accessibility

- Participate in pre-service training and on-going professional development as requested by Principal; Remain current in the use and management of requisite technology
- Other duties as assigned by the Principal.

How to Apply:

The position reports to the Principal and requires a full background check. Salary commensurate with experience. Interested candidates should forward resume and three references via e-mail to melissa.king@libertytechcharter.org