

Fiddlehead School – Business Manager - 4 days per week (.80 FTE) - Flexible Hours

Fiddlehead School of Arts and Sciences is one of Maine's first approved public charter schools. We are located in Gray, Maine, and serve students grades Pre-K through eighth grade.

- We believe that children are capable, competent, innately curious, and that they are the co-constructors of their own learning. Our school maintains a deep respect for children and childhood.
- We believe in teachers as facilitators of learning, closely observing children, assessing understanding through a variety of approaches, and using this knowledge to help students extend their thinking.
- We believe that social and emotional development are important cornerstones of education. Our students learn to respect diversity, problem solve social conflicts, and be advocates for themselves and others.
- We believe in connecting students to the larger world through relationships with community resources and the natural environment. We help students cultivate a sense of place and the interconnectedness of the world in which they live.
- We believe in the importance of documenting student work and experiences in order to make learning visible to students, families, and our school community.

Summary:

The Business Manager will oversee and manage the financial, human resource activities, and facility areas of the school. The Business Manager will work under the supervision of the Executive Director and as a member of the School's administrative team. The position follows our administration team schedule and includes time off during school vacations with the expectation to work a total of 228 days.

Essential Duties and Responsibilities: *other duties may be assigned.*

The Business Manager will be responsible for the financial, regulatory and personnel affairs, transportation, and facility areas of the school. The Business Manager will work closely with and under the supervision of the Executive Director to develop and maintain systems for managing and monitoring the School's expenses and revenues; for regularly preparing and reporting to the Board, the MDOE and other regulatory agencies; and for managing the personnel and payroll systems.

Financial Management:

- Maintain and manage the school's financial systems and controls using accounting procedures that conform to state and GAAP regulations (Grants, Capital Campaigns, etc.)
- Oversee the schools' electronic and hard copy record keeping systems to assure records are current, accurate, safe, and readily available
- Manages and records accounts receivable and accounts payable
- Prepare monthly income and expenditure statements; cash flow and budget variance reports, and review the detailed transactions within those reports for accuracy and completeness

- Prepare drafts of the annual budget. Develop revenue and expense estimates based on assumptions provided by the MDOE and the Finance Committee
- Communicate with MDOE to confirm revenue estimates and other requirements for budget preparation
- Manages Workers Comp and Unemployment Comp with designated carrier
- Posted general journal entries as needed
- Prepare grant invoicing and receipts of payments
- Reconcile all bank and other accounts
- Oversee enrichment, music, and summer camp accounts and receipts
- Assist in development of long range financial and facility planning
- Maintains an up-to-date inventory of school capital assets
- Arrange and works with the external auditing of school accounts
- Work with insurance broker to provide general liability insurance and other insurances needed
- Perform additional duties as assigned by the Executive Director

Operational Functions:

- Responsible for site level procurement of supplies, materials, equipment, and inventory management
- Act as the local manager for transportation, facilities maintenance, security, third-party service contracts, and also ensures ongoing monitoring and implementation of contracts
- Oversee school personnel to maintain the integrity and accuracy of student records, including maintenance and tracking of attendance and retention
- Work with school staff to manage reporting and data tracking for all Special Education programs
- Support all operational and logistical projects for start-up operations should the need arise
- Respond to and resolve routine internal and external inquiries with parents, employees, and school organizations

Regulatory Reporting:

- Maintain a thorough data reporting system for the completion of financial and other reports required by the Federal, State, Maine State Charter Commission and local governing agencies
- Maintain in NEO, State program, of employee status and employment information
- Prepare and send quarterly financial reports to the State and Epicenter portals
- Prepare documents in support of audits and other financial reporting requirements

Personnel/Human Resources:

- Manage day to day activities of designated non-instructional staff
- Implement policies & procedures at school (e.g., compensation, vacation/personal days; recruitment screening, background checks, etc.)
- Oversee the processing of all new hire paperwork
- Lead/continue to develop an orientation for new hires

- Maintain personnel files for all employees
- Oversee bi-weekly payroll
- Monitor and research staff compensation arrangements
- Lead annual performance reviews for non-instructional staff
- Maintain the upkeep of the employee handbook
- Create all employee commitment letters each year
- Manages reimbursement of employee business expense through the payroll process
- Maintains personnel database of wages and benefits
- Oversees the monitoring of the State CHCR/teacher certifications
- Provides personnel with information regarding wages, benefits, or any other request
- Oversees hiring process for support personnel in business office, facility, maintenance, transportation, and technology
- Work with benefits broker to provide health insurance and other employee eligible benefits

APPLICATION PROCEDURES

Deadline: May 3rd, 2024. This position begins as soon as a qualified candidate is found.

If you are interested in this position, please send your cover letter and resume to the Executive Director, Jacinda Cotton-Castro: jacinda@fiddleheadschoool.org

Fiddlehead School provides equal employment opportunities (EOE) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Maine State Law requires ALL school employees to be fingerprinted and pass a Criminal History Record Check (CHRC). A copy of your CHRC MUST be uploaded as part of your application to be considered.