
Job Description:

Business Manager - Laupahoehoe Community Public Charter School

The Laupahoehoe Community Public Charter School Business Manager coordinates all financial records. Works under the administrator and assist in overseeing the school finances, resource allocation, budget oversight, fiscal reporting, and financial strategic planning.

Duties are as follows but not limited to:

- Process Accounts Payable and Accounts Receivable, reconciling of bank and credit card statements
- Ensure all income and expenses are coded to the correct Chart of Accounts and Class Accounts, and grant monies are being expended according to the guidelines of the Grantor;
- Post payroll cost and work closely with the Office Manager for payroll processing and other tasks as needed;
- Work closely with the Director on strategic planning of the school's annual operating budget, communicate the status of the budget and expenses of ongoing projects and grant expenditures of any discrepancies recognized;
- Maintain and prepare state, federal and private grants financial reports as required by each entity;
- Preparation of financial statement reports for the Governance Board Finance Committee monthly meetings and communicate any unforeseen expenditures or budget overages;
- Ensuring that all aspects of the school's financial position are reviewed prior their interim and final year-end audit;
- Transportation Coordination – establish all regular bus routes, schedules and stops and student transportation activities with school staff and outside companies;
Ensure specifications, training, licensing, registration, and operational permits are in compliance with the State and Federal regulations, conducts and coordinate Continue Education and training;
- Evaluate safety of road conditions during inclement weather and provide timely information to school Director and Office Manager.

Start date: Immediately

Job Type: Full-time

Please submit your resume and cover letter as soon as possible.

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Job Description:

Business Manager - Laupahoehoe Community Public Charter School

Qualifications:

Familiar with Public Charter School procedures, knowledge of Accrual Accounting, Adjusting Journal Entries, Chart of Accounts and Class Accounts, Federal and State Grant Accounting and Reporting, Depreciation and Temporary Restricted Schedules, Assets, Liabilities and Equity accounts, require the aptitude to read, understand and relate financial reports, savvy with QuickBooks Accounting Program and Excel Spreadsheet. Possess organizational skills and the ability to communicate efficiently, problem solver and adhere to the Generally Accepted Accounting Principles.

Duties are as follows but not limited to:

Financial Management:

- Process Accounts Payable and Accounts Receivable;
- Ensure all income and expenses are coded to the correct Chart of Accounts and Class Accounts;
- Reconciling of bank and credit card statements;
- Post all ACH and credit card transactions according to the requisition request;
- Post payroll cost and implement adjusted journal entries to accrue appropriately, familiar with United Public Workers, Hawaii State Teachers Association and Hawaii Government Employees Association unions procedures, work closely with the Office Manager/SASA for payroll processing and other tasks as needed;
- Work closely with the Director on strategic planning of the school's annual operating budget, communicate the status of the budget and expenses of ongoing projects and grant expenditures of any discrepancies recognized;
- Prepare all monthly, quarterly and annual financial reports to the State Public Charter School Commission office via Epicenter;
- Ensuring Grant monies are being expended according to the guidelines of the Grantor;
- Maintain and prepare all Federal, State and Private grant income and expenses reports and submit to each entity timely (Title's I, II and II, Impact Aid, National School Lunch Program, etc.) Prepare and submit quarterly reimbursements request with supporting documentation;
- Preparation of the Profit & Loss and Balance Sheet financial statement reports for the Governance Board Financial Committee monthly meetings. Prepare other financial reports as requested by the committee. Attend the monthly meetings to assist/answer any questions that may arise in any unforeseen expenditures or budget overages;
- Prepare the school for the school's interim and final audit, reviewing all balances of accounts payables and receivables for accuracy, all pre-paid and fixed assets, Profit & Loss by Class expenses are code correctly; determine what grant funds and accounts qualify as temporary restricted and make adjusted journal entries. Prepare distribute Forms 1099 and 1096 and acknowledgement letters to donors;
- Ensuring that the vendors, bank and credit card statements, grant information files are managed in an organized manner;
- Administer teacher's requisitions forms and follow-up on status of orders.

Bus/Transportation Management:

- Establish all regular bus routes of pickup and drop off, assist with the development of route maps for drivers; schools, etc.;
- Coordinate student transportation activities with school staff and outside companies, arranges for special transportation for summer programs and other special circumstances as needed;
- Ensure the School Bus specifications, training, licensing, registration, and operational permits are in compliance with the State and Federal regulations, apply the schools procurement policy when additional or replacement of buses are needed;
- Collect data and develop all required school bus transportation-oriented reports and insures their submission on a timely basis;
- Coordinate evaluations of transportation department personnel, recruit and recommend for employment as positions are needed;
- Conducts and coordinate Continue Education and training for transportation personnel, attends in-service training to improve skills, attitudes, and knowledge of school related transportation and pupil control;
- Evaluate safety of road conditions during inclement weather and provide timely information to School Director and Office Manager/SASA;
- Models nondiscriminatory practices in all activities.

Start date: Immediately

Job Type: Full-time

If you are interested in this position, please submit your Cover Letter, Resume and Recommendations as soon as possible to *****

Job Description

Laupahoehoe Community Public Charter School

Business Manager Position

The Laupahoehoe Community Public Charter School Business Manager coordinates all financial records, payroll, accounts receivable and accounts payable. Works under the administrator and assist in overseeing the school finances including timesheets, resource allocation, budget oversight, fiscal reporting, and financial strategic planning.

Duties are as follows for the LCPCS Business Manager:

- Track day to day finances ensuring adherence to the approved budget
- Perform a variety of accounting duties including receiving State general fund and Federal grant fund allocations; processing payments to vendors and other reimbursement requests; maintaining petty cash; reconciling accounts with financial records; making journal entries; generating financial reports; and preparing work papers as needed for the School's annual external audit.
- Provide information and support in the development and revision of policies and regulations and assists in the development and documentation of office systems and procedures. Work closely with the Administrator to monitor expenses of ongoing projects and grant expenditures
- Manage employee timesheets ensuring adherence to staffing projections/budget
- Assess staff resource allocation and assist Administrator in ensuring highest priority needs are met Continue to look for and/or recommend ways to become more efficient and save the school money
- Interface with Finance Committee:
- Keep committee apprised of unforeseen expenditures or budget overages.
- Work together to study feasibility of programs or requested resources, work together to evaluate school's service contracts
- Coordinate all financial transactions, including revenue activities, expenditures, record keeping, reporting, auditing, district billing etc.
- Coordinate all administrative transactions, including the provisions of personnel services, record keeping, reporting, inventory, purchasing, etc.
- Coordinate the collection of any data required for the preparation of reports to the chartering entity and other appropriate bodies
- Prepare materials in conjunction with the principal for board meetings
- Collect data and develop all required financial reports and insures their submission on a timely basis, ie. Epicenter tasks
- Maintain records of Teacher Classroom Funds and purchase supplies and equipment, as necessary.
- Perform other duties appropriate for the position Submit Grant Reimbursement Requests (monthly and/or quarterly). Including, but not limited to, Title I, Title II, Title III, Preschool Development Grant, etc.
- Maintain accurate records of Federal Grant funds received by the school. Including, but not limited to, Title I, Title II, Title III, Impact Aid Funds, Preschool Development Grant, Perkins/CTE Funds, CSI etc.
- Payroll- Manage employee salaries during the year to make sure adherence to budget
- Responsible for getting checks to contractors
- Responsible for generating IRS Form 1099-MISC for contractors. Maintain payroll reports for audit, prepare for audits
- Provide back-up support to Office Manager for payroll processing
- Familiar with the various Unions (UPW, HSTA, HGEA)
- Accounts Payable Handle accounts payable in a responsible and timely manner Write checks and pay bills as requested/needed, using QuickBooks
- Keep proper documentation for bills that are paid
- Keep up to date and accurate vendor files

- Responsible in conjunction with the Administrator in preparing the annual budget and submission of regular budget reports to Commission
 - Annual report and audit submitted to the Commission Submit Grant Reimbursement
 - Requests (monthly and/or quarterly). Including, but not limited to, Title I, Title II, Title III, Preschool Development Grant, CSI etc.
 - Prepare Title I Budget in accordance to School Academic Plan Foster positive working relationships between the vendors and school staff.
 - Ensure proper coding in accordance with the chart of accounts.
 - Enter accounts payable transactions into accounting system.
 - Process and set up of new vendor accounts in accounting system.
 - Resolve accounts payable issues with vendors.
 - Assist in month end close including identifying necessary accruals.
 - Take on special projects, as necessary.
- Other Financial Reporting:
- Organize donation receipts and Thank You Letters
- Grant Management-
- Prepare budget for grant requests and manage program budgets
 - Financial Audit Oversee annual audit and assist independent CPA performing audit, as needed
 - Responsible for preparing all records needed for annual audit and making necessary adjustments prior to audit.
 - Transportation Coordination Establish all regular bus routes, schedules and stops with help from office staff.
 - Helps with the development of route maps for drivers, schools, etc. as appropriate.
 - Coordinate student transportation activities with school staff and outside companies, if needed.
 - Check school bus specifications, to meet the need of the School and fully comply with state and federal regulations
 - Recommend procurement of additional or replacement buses and disposal of old or uneconomical units
 - Assist in the development of the transportation department budget and administer the expenditure of funds as allocated.
 - Maintain cost accounting records.
 - Collect data and develop all required school bus transportation-oriented reports and insures their submission on a timely basis.
 - Ensure compliance with the codes and pertinent policies regarding training, licensing, registration, and operational permits.
 - Recruit and recommend for employment, and evaluations of transportation department personnel.
 - Arranges for special transportation for summer programs and other special needs circumstances
 - Provides for a pool of adequately trained and informed substitute bus/van drivers
 - Conducts continuing bus driver training and traffic safety program
 - Supervise general maintenance program with specific attention to safety inspections
 - Implement procedures to insure adequacy of maintenance phase of the safety programs
 - Establish performance standards and supervise operational care, service, and maintenance of all vehicles within the School Conduct accident investigations and supervise accident report to appropriate law enforcement and insurance agencies
 - Evaluate all elements of transportation program on continuing basis
 - Evaluate safety of road conditions during inclement weather and provide timely information to School Director
 - Attends in-service training to improve skills, attitudes, and knowledge of school related transportation and pupil control
 - Models nondiscriminatory practices in all activities.
- Start date: Immediately

Please submit your resume and cover letter as soon as possible.

Job Type: Full-time