



N.E.W. Academy Canoga Park

Elementary Charter School

A Place of Possibility • Un lugar de posibilidad

The mission of N.E.W. Academy Canoga Park is to create an exciting, standards-driven learning environment where students use their talents to contribute positively to the community.

SCHOOL BUSINESS MANAGER (Job Description)

School Profile:

N.E.W. Academy Canoga Park is a TK-5 independent charter school, which emphasizes art and science. One of the school's four core values, Doing Extra Makes a Difference, is seen throughout the year through the efforts of the teachers, parents and administrators to create a more meaningful experience for all Dolphins. Educators at NACP go out of their way to provide the educational program and services that will ensure our students learn at their maximum potential. In addition to that they have created optional clubs to add an extra layer of fun to NACP. Clubs include: Run Club, Yoga Club, Drama Club, Chess Club, the Dancing Dolphins. Come learn what makes N.E.W. Academy a wonderful place to teach, work and lead!

SCHOOL BUSINESS MANAGER

Definition:

Under the supervision of the Charter School Principal and Assistant Principal; the School Business Manager assists the Principal and Assistant Principal on the day to day operations of the Charter School. Must be able to assist, develop, monitor, supervise, direct, organize, assess, and work with representatives from various agencies the Charter School works with. Must be able to create and modify schedules, fiscal calendars. Candidates must have a strong background in school business management, finances and operational management.

Qualifications:

- Bachelor's degree or higher from an accredited university
- California Administrative Service Credential preferred but not required
- At least 3 years of school business management experience in a fast-paced environment
- Commitment to the N.E.W. Academy mission and educational model
- Experience managing cross-functional teams to develop and implement systems and processes to increase the effectiveness and efficiency of a growing organization
- Willingness to work autonomously, collaboratively, and/or under the direction of senior staff, as needed
- Acute attention to detail coupled with the ability to think and act strategically
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems

Responsibilities:

- Work with the Charter School Principal, Assistant Principal and back office provider to develop and manage the Charter School's budget.
- Maintain accurate records of all financial transactions and submit them to the back office business provider for processing.
- Participate in monthly meetings to review/account for budget variances
- Monitor usage of the Charter School credit card

- Ensure adherence to the Charter School's fiscal policy and procedures
- Participate in annual financial audit process by providing documentation as needed to auditors.
- Each year, prepare the campus for start-up/new school year by ordering ensuring that all supplies and school services (i.e. student food services, consultants, vendors, etc.) are lined up and ready for action.
- Process new hires and maintain employee records.
- Manage the tracking and follow up regarding teacher certification and employee benefits.
- With the support of other administrators, ensure compliance with all state, federal, and local employment laws and policies.
- Oversee implementation and payments of all third-party contracts.
- Manage the Charter School's food services by overseeing the cafeteria manager and ensuring all procedures are being adhered to.
- Manage the Charter School's supply and asset inventory.
- Ensure the timely implementation of all items on the Charter School's monthly administrative calendar.
- Ensure that the Charter School is adhering to all local compliance and reporting requirements, as per calendars and guidelines provided by the state and other authorizing agencies.
- Provide oversight of the planning and execution of the Charter School's special events, such as field trips, parent nights, and graduation.
- Utilize and supervise the use of applications software to conduct school business including payroll, procurement, financial reports, attendance, personnel matters, and secretarial duties.
- Other duties as assigned

Salary Rate:

Salary will depend on education and experience.

Benefits:

N.E.W. Academy Canoga Park offers an excellent Health Benefits package to fulltime employees, which includes full health, dental, vision and life insurance, sick days and a retirement plan.

Status:

Exempt/Full Time; 12 month

Location:

21425 Cohasset Street Canoga Park, CA 91303

School Website:

<http://newacademycanoga.com>

****Open Until Filled ****

N.E.W. Academy Canoga Park is an equal opportunity employer

Only Complete Applications Will Be Considered (Apply online: EdJoin.org)

- Application

- Resume

- 3 Current Letters of Recommendation (Dated Within One Year)