



**Job Title:** Business Manager  
**Pay Grade:** TBD  
**Reports To:** Superintendent

**FLSA Status:** TBD  
**Employment Status:** At Will  
**Date Created/Updated:** 4/07/2017

### **General Responsibilities**

The Business Manager will serve to assist in the fiscal accounting of the Katherine Anne Porter School and have a good understanding of the business/fiscal cycle. The Business Manager is in charge of overseeing the daily accounting operations of the school, as well as coordinating and completing all accounting tasks of the school. In addition, the Business Manager will prepare information to assist with strategic financial planning, grant compliance, and accountability measures. Supportive and committed to the mission, vision, and core values of the Katherine Anne Porter School.

### **Qualifications**

Bachelor's Degree in Accounting, Finance, Business Management or related field  
Charter School Financial Management Certification (preferred)  
Previous School District experience (preferred)  
Criminal Justice Fingerprint/Background Clearance

### **Skill Requirements**

A high degree of organizational, planning and general business skills which will be used to provide the best possible support services.  
Working knowledge of payroll record management systems, accounting systems and equipment, and school accounting legal mandates, practices, and procedures  
Considerable knowledge of practices and procedures of school district accounting, fiscal and budget record management  
Ability to prepare fiscal, financial, and narrative statements and reports in a clear and concise manner  
Ability to interpret and effectively communicate account, payroll, and budget control policies, regulations and guidelines  
Desire to continuously learn and increase effectiveness as a professional; offer and receive constructive feedback  
Willing to be flexible and go above and beyond to meet the needs of the Katherine Anne Porter School students.

### **Performance Requirements**

#### Financial

- Assists in budget and expenditure control process to ensure adherence to the District's budgetary control guidelines and regulations.
- Set up new hires in TxEIS system.
- Perform all functions according to the employee information, pay rates, and deduction amounts provided.
- Prepare checks or wire payments for payroll and benefits to providers on or before agreed pay date; prepare and audit accompanying reports.
- Process all final payments to terminated employees and any associated deduction amounts.
- Track employee leave and time away from work per Katherine Anne Porter School policies.
- Responsible for monthly amounts due to Internal Revenue Service.
- Quarterly Internal Revenue Service reports include W-2, W-3, 1095, 1099, 990 and payroll tax payment; prepared and provided to administration.
- Prepare monthly Teacher Retirement System (TRS) reports and submit to TRS and administration.
- Prepare Board Financial Reports which include cash receipts, check payments, general journal, and combined funds budgetary comparison schedule

#### PEIMS

- Prepare financial and staff related data for the fall, mid-year, and summer submissions.

### Purchasing and Account Payable

- Manage vendor set up in TxEIS and review purchase order for proper FASREG coding and approval.
- Prepare and distribute vendor 1099 forms to meet all Internal Revenue Services deadlines.
- Review all requests for payment for proper coding and approvals.
- Purchase order encumbered for cash flow analysis.
- Payables will be processed twice, monthly, properly posted and checks printed with electronic signatures and distributed to vendors.
- Appropriate records maintained of all transactions.

### Federal Grant Management

- Annually review Comprehensive Needs and Campus Improvement Plans.
- Utilize eGrants and Grant Expenditure Reporting in TEASE/TEAL
- Manage and administer federal grant programs, the associated funds, and their budget.
- Monitor for compliance and claim grant expenditure
- Submit expenditure claims
- Assist in audit as required.
- Review Maintenance of Effort for NCLB and IDEA-B programs; make recommendations for compliance.

### Human Resources

- Process and on-board all new hire, including fingerprinting, background checks, and a criminal history review to ensure compliance with Katherine Anne Porter School policies.
- Personal and payroll data integrated into the TxEIS payroll system.
- Manage the annual collection of employee signatures on job descriptions, employee manuals and any other required forms.
- Manage coordination with benefit providers and maintain electronic personal files.
- Process terminations, including payroll and benefits.

### Reports and Records

- Act as audit liaison by organizing audit, assisting in presentation with recommendations of the auditor to the Board for approval, review results, with Finance Committee, of the audit including management letter, develop a plan for remediation, if necessary, and presents the result to the Board.
- Report approved audit to TEA in two formats; TEASE and Charter School Annual Financial Compliance.
- Offer Narrative justification for Substantial Variances as required
- Assist in annual budget by making recommendations based on guidelines set by US, Texas Education Agency, School Improvement Plan, and School Committees.
- Affordable Care Act (ACA) reporting
- Maintain an updated depository contract with the Texas Education Agency (TEA)
- Ensure all financial and related records are kept electronically and/or hard copy as required by Federal grants, TEA, and other entities.
- Lead in the development and Board review of the business and accounting procedures manual.
- Assist in public meeting to review in Charter Financial Integrity Rating System of Texas (FIRST) report each November.
- Assist in public meeting to discuss designation of funds and collect stakeholder input each June for Title I.
- Assist in public meeting to prior to the annual budget adoption each August and solicit stakeholder input.

### **Physical and Work Environment**

Most work will be performed in an school office setting

Greet visitors/staff with professionalism and courtesy.

Communicate effectively with staff, administration, students, and parents when called upon.

Coordinate workflow and task completion within the school and administrative offices.

Handle high stress and deadlines in a professional manner.

### **Personal Work Relationships**

Candidate receives administrative supervision and is typically evaluated formally one time per year.

Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems.

A spirit of respect and concern shown through friendliness and helpfulness.