

Personnel-Job Description

Business Manager

Responsible to: Executive Director/Principal
Salary: Hourly rate of \$40.00-\$ 55.00
Benefits: Eligible for health and welfare benefits offered to classified staff
Work Schedule: 16 hours a week for 12 months

Definition: The Business Manager oversees the following:

Budget Planning, Preparation and Presentation, Budget Monitoring, Financial and State Reporting, Annual Audit and Tax Filing, Staff and Board Support, Human Resource/Payroll, and Accounts Payable.

Responsibilities:

Budget Planning, Preparation and Presentation

- Meetings with the Director and Board of Directors
- Creation of all county and state required budget documents, as analysis of information and written summary, and the presentation of the preliminary and final budgets
- Development and printing of budget documents
- Assistance with the annual LCAP Report in conjunction with annual Budget

Budget Monitoring, Financial and State Reporting

- Unaudited Actuals—document preparation, written analysis of variances in revenue, expenditures and ending fund balance, and presentation at a School Board meeting
- First and Second Interim Reports—document preparation, written analysis of variances in revenue, expenditures and ending fund balance, written summary, and presentation at a School Board meeting
- Budget Updates as requested by the Board—analysis and the related document provided to Board Representative or Director; copy ready document for Board agenda when requested
- Monthly Journal Entries, Budget Transfers and other accounting entries, as needed
- Monthly Cash Flow Monitoring and Analysis
- Year End Closing—all closing set-ups and entries and the completion of the SCOE closing checklist
- Process charter fund deposits, review and verification
- Complete required state and federal expenditure reports including ASES, CMDS, categorical expenditure reports
- Complete CARS/Con-App Parts I and II
- Review school's monthly attendance and prepare monthly reports for SRCS
- Complete P-1, P-2, and P-Annual state attendance reports

- Apply for state and federal grants as they become available
- Provide financial information and reports to school administrations for private grants/donations as requested.

Annual Audit and Tax Filing

- Book audit adjustments, as necessary
- Provide guidance with implementation of corrective actions, as necessary
- Provide documents and information to audit accountant for annual 990 Tax filing

Staff and Board Support

- Meetings with Board Representative or Director as requested
- Attend Board meetings and provide advisory assistance when requested
- Provide advisory assistance for staff for purchasing and cash receipts
- Financial Reports or analysis as requested by Board
- Advise and assist Board with implementation of financial internal controls policies and procedures, revisions and development of new financial policies as necessary
- Brown Act Training for Board and staff as requested
- Act as Financial Liaison between the school and Sonoma County Office of Education, California Department of Education, and Santa Rosa City School District
- Attend SCOE, State, and other relevant workshops/trainings and meetings as representative of Kid Street
- Attend other meetings as requested by the Board or Director

Human Resource/Payroll

- Advise and assist Board with developing personnel policies and procedures
- Advise and assist Board with developing job descriptions
- Advise and assist Board with developing salary schedules
- Assist Board with new personnel hiring process including developing questions for interview panel when requested
- Acts as Human Resource contact person for staff and Board
- Prepare and process both regular monthly and supplemental payroll
- Run and review payroll reports; review with Board Representative or Director
- Calculate employee salaries and benefits
- Make adjustments in payroll
- Prepare and maintain payroll records
- Prepare Quarterly SDI and UI reports and process payments
- Process and prepare Monthly Federal Payroll tax payments
- Responsible for employees' annual W-2 taxes
- Create and maintain salary/benefit spreadsheets
- Prepare annual employment notices for each employee
- Prepare and maintain annual work calendars for each employee
- Track illness and vacation leave of absences for each employee

Accounts Payable

- Process approved purchase orders and maintain purchase order records
- Review and process approved invoices for vendor payments

- Apply use-tax and complete annual use-tax state reporting and payment
- Replenish school's revolving/clearing checking account as necessary
- Reconciliations of school's revolving/clearing checking account monthly
- Maintain accounts payable records
- Responsible for requesting and maintaining W-9 tax forms
- Responsible for 1099 annual reporting to State
- Develop and/or update Accounts Payable Forms
- Provide accounts payable reports for monthly board meetings

Qualifications:

1. CA CBO Certificate and experience with Independent Charters preferred
2. Fingerprint and TB test clearance.
3. Must be able to bend, turn, and lift up to 30 pounds
4. Valid California driver's license and a clean DMV record

Please send Resume and letters of recommendation to Kathleen Mallamo
kathleenm@kstreet.org