

Indianapolis (Indy) STEAM Academy

Job Description

Position: Business/Operations Manager

Reports To: Academy CEO/Head of School

Contract: Pre-opening September 2020 - June 2021 (Part-time) July 1, 2021 (Full-time) 12 months

Supervises: Food Service, Maintenance/Grounds, Transportation and Contracted Services

Job Goal: To keep accurate records of the Indy STEAM Academy's financial program and assist the CEO/Head of School with managing the Academy's finances, administration of the budget, and state reporting.

Indy STEAM Academy is a tuition-free public charter school in Indianapolis, Indiana that will open August 3, 2021 with 150 students grades K-5 then add 50 students and one additional grade level each year until we reach a capacity of 450 students grades K-8.

*Our **mission** is to nurture the academic and creative talents of students through STEAM (Science, Technology, Engineering, Arts, and Mathematics), build a strong foundation in literacy to ensure the academic success of students, and prepare students for high school, college, and careers in the STEM Workforce.*

We are seeking to fill this position with a person who enjoys working in an educational environment with CPA experience, and understands school finances and state reporting.

Essential Duties and Responsibilities:

- Set-up financial accounts using QuickBooks.
- Follows and maintains knowledge of all Academy policies and procedures.
- Maintains accurate accounts of revenues and expenditures.
- Makes bank deposits and reconciles bank statements on a monthly basis.
- Maintains a working knowledge of the laws of the State of Indiana applicable to school finance.
- Makes necessary and required monthly reports to the Head of School for distribution to the Board.
- Prepares vouchers and posts to Academy books.
- Manages and prepares the annual budget with the CEO/Head of School within Academy guidelines and ensures compliance with program requirements.
- Assists the CEO and Head of School with grant writing, tracks grants, monitors revenues and expenditures and assists with state reporting.
- Assists with developing vendor bid specifications, corresponds with vendors and reconciles vendor statements.
- Completes required reports to local, state and federal government agencies in a timely fashion.
- Tracks and informs staff on all PERS information.
- Monitors payroll for all Academy employees and collaborates with the Academy Payroll vendor.
- Oversees correspondence and answers inquiries regarding PERS, medical insurance, payroll and budget, requiring knowledge of appropriate procedure and policy.

- Assists payroll vendor or Academy liaison with medical insurance, payroll, Workers' Compensation, unemployment insurance and budget questions.
- Works closely with the CEO/Head of School, Board of Directors Treasurer, and Finance and Facility Subcommittees.
- Attends Academy Board of Director meetings.
- Oversees audit preparations and ensures compliance.
- Appropriately maintains and secures confidential records and inquiries.
- Professionally represents the Academy in interactions with parents, community, staff and students.
- Maintains appropriate certifications and training hours, as required.
- Complies with applicable Academy, state, local and federal laws, rules and regulations.
- Maintains a professional demeanor and holds matters of the academy in strict confidentiality.

Qualifications:

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations. Ability to verbally respond to common inquiries from staff, Board, regulatory agencies, or members of the business community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to effectively present information to top management, public groups, and/or Boards of Directors. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference and basic algebra and geometry. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, fractions, proportions and percent and to draw and interpret bar graphs and apply in practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software and reporting software such as "QuickBooks." Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Access, Outlook and Infinite Visions. Ability to type accurately and proficiently.

Education and Experience:

- Bachelor's Degree in business accounting or related field
- CPA or School Business Official Certification.
- Prior successful experience working in an educational fiscal department or position strongly preferred.

Evaluation: Completed by the Academy CEO/Head of School.

Salary: Salary and benefits are competitive and based on experience and education.

Visit our website: www.indysteamacademy.org

Click on the "Employment" button to submit your resume for consideration

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