School Business Manager Job Summary

The business manager oversees the organization’s day-to-day operations and ensure the company policies are met. The business manager reports directly to the CEO and The School Board, and closely monitors the efficiency of business operations.

Business Manager Duties and Responsibilities

* Supervising employees and provide insight to improve efficiency
* Evaluating employees for advancements
* Weighing company performance against company monthly, quarterly, and yearly objectives
* Developing business plans and strategies to align with company forecasts and goals
* Implementing recommendations to improve processes and procedures
* Monitoring company resources
* Maintaining good relationships with employees
* Representing the company at networking events and conferences
* Analyzing data and comparing to goals
* Monitoring budgeted financial performance benchmarks
* Estimating and establishing cost parameters, budgets, campaigns, and potential ROI
* Reviewing financial reports to improve budgets and annual operating costs
* Supporting marketing, PR, and operations
* Maintaining confidentiality of all employee, company, and vendor/client information
* Arranging schedules
* Overseeing procedures and processes for efficiency
* Motivating employees to exceed expected goals
* Adhering to legal guidelines and local, state, and federal laws
* Building trust and long-term relationships with managers, vendors, and clients
* Must be a certified accountant
* Must have current knowledge of AR/AP.
* Must have the ability and prior experience of running a business as a Business Manager
* Must have the knowledge and experience of banking and taking care of funds for the school entity
* Must be able to delegate which funds are belong in which accounts
* Make certain accounts available for payroll and other expenses
* Business Manager Requirements and Qualifications

* Able to make professional decisions in a fast-paced environment
* Goal-oriented and organized leadership
* Encouraging to team and staff; able to mentor
* Able to multitask, prioritize, and manage time effectively
* Self-motivated and self-directed
* Excellent verbal and written communication skills
* Comfortable in both a leadership and team-player role
* Strong aptitude for numbers and financial reports
* In-depth understanding of the company and its position in the industry
* Bachelor’s degree in management, business, or related field; Master (MA or MSc) in Business or related field preferred
* Working knowledge of various computer programs (experience with Google Apps for business and Salesforce.com preferred but not required); Proficient computer skills in Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
* Three to five years of previous experience in education, management, finance, administration, or related field
* Extensive knowledge of PA Education preferred
* Excellent analytical and time-management skills
* Up to date on the latest industry trends; able to articulate trends and potential clearly and confidently
* Good interpersonal skills and communication with all levels of school
* Able to work in a fast-paced environment
* Certified Accountant
* Master’s or bachelor’s in business management
* Knowledge of running a business and keeping track of all funds
* Correctly advising the school board of funds
* Strong leadership to carrying the school in the right direction

Please apply with cover letter, resume and other pertinent information needed to qualify your application for the position.