



## **Operations and Business Manager**

### **Summary**

The Operations and Business Manager is responsible for ensuring efficient and cost-effective operations of the school, including facilities and business functions.

### **Employment Classification**

This is a year-round, full-time, exempt position. The Facilities and Business Manager will report to the Head of School.

### **Essential Responsibilities**

#### **Facilities & Transportation Management**

- Develop and implement a daily and long-term facilities management program
- Conduct and document regular facility inspections, ensuring all safety inspections from external organizations are current
- Establish and review facilities-related service contracts
- Oversee facility refurbishment and renovations, including serving as the school's primary liaison with contractors and service providers
- Supervise the facilities support staff, including Facilities Technician and cleaning staff
- Provide advice and counsel to the school's leadership team on matters of importance in operations, physical plant, and security
- Develop and implement cost control and cost benefit analysis of school initiatives associated with facilities, including those addressing sustainability
- Coordinate the campus safety and security programs with the school's leadership and safety team
- Ensure school vehicles are properly maintained and supervise transportation staff
- Manage the school's transportation system, including daily bus service, as well as requests from staff for the school's residential program, field trips, outdoor trips, and athletics
- Conduct repairs or provide backup for Facilities Technician as needed

#### **Business Management**

- Establish and communicate policies and procedures for business office functions, including deposits, billings, tax receipts, fundraising, reimbursements, supplies, travel, etc.
- Oversee the relationship with our third-party bookkeeping service
- Supervise the Business Office Associate who serves as the primary liaison with the third-party bookkeeping service
- Serve as an resource for families and the Admissions team on the school's financial aid process. Report the CSS Financial Aid information for families who have applied for assistance and be part of the Financial Aid Committee.



- Coordinate the school's payroll process with the Director of Marketing, Communications, and Human Resources and the school's third-party accounting service
- Maintain appropriate levels of insurance to protect the property and the potential liabilities of the school; ensure rental agreements are properly administered
- Support development efforts in terms of tracking donations and providing donor thank you letters, including the Annual Fund Campaign, Auction, Endowment, grants, and any special projects.
- Order general school supplies
- Coordinate and seek input from school's consulting CPA regarding business procedures
- Create and implement procedures for safeguarding and summarizing Business Office transactions
- Provide requested input to school's consulting CPA and Board of Trustees
- Work with leadership team to ensure third party IT provider is fulfilling responsibilities.

#### **Other duties as requested**

#### **Skills and Experience**

- Bachelor's Degree in Business Management, Construction Management, Systems Engineering or similar fields
- Experience with QuickBooks online and spreadsheets
- Two years of experience in operations or small business management
- Supervisory experience
- Strong organizational skills
- Strong interpersonal and communication skills
- A willingness to learn and grow in areas of limited present experience required in this position
- The ability to understand and manage long and short term projects
- The ability to manage employee daily work schedules ensuring daily school needs are met
- Understand spreadsheets, reports and invoices
- Generate cost benefit analysis
- Strong Excel skills
- The ability to work with a strong and professional leadership team

*Reviewed September 18, 2017*