

# **FLAGSTAFF ARTS AND LEADERSHIP ACADEMY**

## **2018-2019 Business Manager - Open Position**

<b>POSITION/TITLE:</b>	Business Manager
<b>TERMS OF EMPLOYMENT:</b>	12 Months
<b>SALARY:</b>	\$36,000 - 38,000 Depending on Experience
<b>FLSA STATUS:</b>	Non -Exempt
<b>BENEFITS:</b>	Standard Package

**PREFERRED QUALIFICATIONS:**

1. B.B.A. or B.S. Degree.
2. Possess at least two years administrative experience in a public/charter school business office preferred.
3. Possess knowledge of Quickbooks and associated accounting and payroll procedures
4. Possess knowledge of budgeting and finance laws at the state and federal levels.

**JOB GOAL:** To administer the business affairs of the Flagstaff Arts and Leadership Academy in such a way as to provide the best possible educational services with the financial resources available. Responsible for accounts payable, payroll, personnel files, attendance assistance (including reporting).

**DUTIES AND RESPONSIBILITIES:**

1. Manages the financial activities of the Academy according to state laws and regulations and ensures that all financial reports are filed in a timely manner and in an acceptable format.
2. Manages the accounting policies, procedures and activities of the Academy according to state laws, regulations and attorney general opinions.
3. Administer all student accounts ensuring accurate tracking and state reporting.
4. Completes payroll processing on the payroll schedule.
5. Processes all employee salaries and benefits.
6. Processes all Academy reporting with AzEDS and SAIS meeting all state reporting deadlines.
7. Creates the different Academy fund budgets according to state and federal funding laws and allocates the monies to different budget categories.
8. Assists the Academy's liability insurance program and assists with other employee insurance carrier and program benefits.
9. Assists FALA Dean and Executive Director with HR issues, concerns and complaints
10. Performs other duties as assigned.