**Position Title:** Business Manager (Business Services Supervisor II)

**Salary Range:** SR18 ($54,372 - $80,484 annually)

**Bargaining Unit:** 04

**Position Number:** 27540001

**Location:** Waianae, Oahu, HI

**School:** Kamaile Academy PCS

**POSITION DESCRIPTION**

Working under the direction of the Principal, the Kamaile Academy Business Manager is responsible for the daily business activities to include accounting/fiscal, personnel, School Food Service, and other various administrative services.

**DUTIES AND RESPONSIBILITIES**

**Fiscal Management (55%):**

* Responsible for the day-to-day operations of the school’s financial systems, including:
  + Communicating the business procedures to faculty and staff.
  + In collaboration with the Principal and Hoʻokakoʻo Corporation (HC) staff refining business processes to meet the changing needs of the organization.
  + Implementing a system for processes Purchase orders and requisitions.
  + Overseeing the receipt of goods process to ensure accuracy of shipment with invoice and purchase order. Follow up with vendors to correct discrepancies as needed.
  + Implementing a system to process invoices for payment in a timely manner and ensures that supporting documentation for all fiscal transactions are well maintained.
  + Processing of all invoices and paying bills in Sage Intact accounting system.
  + Assisting staff with travel coordination to include per diem calculations and supporting documentation.
  + Maintaining the Approved Vendor List and obtains W9/approval for all new vendors.
  + Processing cash receipts for deposit and for entry into the accounting system
* Adheres to HC fiscal policies and procedures.
* Provides Kamaile administration and staff with accurate & timely financial reports. regarding the status of school resources, including the Local School Funds.
* Assures that compliance with the Kamaile Accounting Policies & Procedures and ensures that clear, fair and well communicated procurement processes for goods and services are in place.
* Assists school Principal and the HC Accountant with the Request for Proposals (RFP) process.
* Supports the development and formatting of contracts, small purchase and long form contracts.
* Monitors and reconciles Local School Funds.
* Ensures student fundraising systems are implemented.
* Develops and maintains a list of all school property and assures that an inventory of all property is conducted annually.
* Maintains school-level financial files and documentation.
* Collaborates with Title 1 Coordinator to ensure that Title 1 expenditures are tracked in accordance with our Funding Request Form and Comprehensive Academic Plan.
* Reconciles monthly bank statements and submit report and all supporting documents to HC
* In collaboration with the HC accountant assures that purchases and services are aligned with the school budget and coded properly.
* Ensures that proper documentation is in place for pre-approval of purchases as related to reimbursements and purchase orders.

**Human Resources Management (30%):**

* Supports the processing of payroll for Kamaile Academy DOE faculty and staff to include administrators, clerical staff, teachers, and casual personnel. Scans and emails all pertinent files, documents, and information to HC for Altres payroll processing.
* Assists employees with employment paperwork and faxes/sends paperwork to appropriate parties (e.g., health insurance changes/enrollments/cancellations, beneficiary changes, workers compensation/TDI, etc.)
* Maintains employee personnel files and records as custodian of records.
* Provides supervision to Payroll and Accounting Clerk
* Compiles and maintains employee leave records, reconciles leave balances, and updates the AESOP leave system.
* Inputs of new hires information in AESOP, EUTF, and Altres HR Symphony system.
* Assists employees with clocking in and out of the HR Symphony system.
* Conducts fingerprinting for all new hires and sends forms to the appropriate office.
* Completes employment verification applications and completes unemployment monthly claim reports.
* Completes year end OSHA Injuries and Illnesses Incident report
* Maintains compliance with local, state and federal government regulations and changing regulatory environment by staying abreast of new rules and regulations that may have an impact on the school.

**Food Service (10%):**

* Processes monthly meal claims for NSLP/ SFSP.
* Monitors and reviews daily attendance and meals served daily.
* Supports food service applications for various programs including SFSP, NSLP, and SSO.
* Monitors and provides direction for food service program to ensure compliance regarding:
  + Civil Rights training
  + Reviewing OHCNP communications and attending mandatory trainings
  + Providing food service site review information.
  + Scheduling and meeting deadlines for Food Inspection permits.
* Equipment Grant application submission - prepares school level applications and reports required by food services funding sources.

**Other duties as required (5%)**

**Supervision:**

Supervises Payroll and Accounting Clerk.

**MINIMUM QUALIFICATIONS**

**Work Experience:** Four (4) years of progressively responsible business office and administrative housekeeping work experience which included the full range of office services in records and files maintenance, word and mail processing, and reception and related services, and responsibility for at least three of the following areas: (a) fiscal recordkeeping; (b) budget preparation; (c) purchasing; (d) inventory control; and (e) personnel services.

**Substitutions Allowed as related to work experience:**

Successful completion of a substantially full-time equivalent office or business management, or accounting curriculum leading to a degree, diploma, or certificate at an accredited community college, business or technical school may be substitute for experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of experience up to a maximum of two (2) years.

A bachelor’s degree in business administration from an accredited four (4) year college or university may be substituted for three (3) years of experience.

**Physical and Medical Requirements:** Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.