



Job Title: Business Manager

Our school:

La Academia de Esperanza (LADE), an APS district-authorized public charter school serving grades 9-12 in Northwest Albuquerque, provides an engaging educational environment that empowers students to expand into their fullest life potential. Specifically, we are designed for students in Albuquerque whose educational needs have not been fully met; reflecting an understanding of the adversity and social-emotional needs that can lead to difficulties in the conventional school setting. Our commitment to the dignity of each student drives us to foster academic and personal growth by cultivating creativity, adaptability, positive relationships, and a culture of acceptance for every student regardless of their educational history. We meet individual student needs through culturally relevant and sustaining curriculum, small class sizes, engaging extracurricular activities, and social-emotional supports.

Job description:

The business manager is sometimes referred to as the finance director or bursar. He/she is someone who supports the head administrator's management and meets school mission goals by maintaining the financial health and human resources department for the organization. The goal of this role includes maintaining positive relationships with all district staff, community partners, and vendors, while facilitating prompt and accurate authorized payments and ensuring that disbursement documentation is maintained. The job description for the school business manager describes the ability to work closely with the head of the school and administrative team to effectively manage the school's resources, all in support of LADE's vision & mission to ensure students' academic success. The school business manager is responsible for informing and guiding all staff on policy regarding finance as it relates to the general operation of the school and the school's monetary resources.

The business manager will be responsible for all financial and budgetary reporting requirements to the New Mexico State Department of Education, Albuquerque Public Schools (APS), LADE's Board of Directors, External Auditors, and so on. He/she will have a role in interviewing staff related to their job. The business manager must be able to collaborate with the senior leadership and governing council in regard to school development; requiring them to work hand-in-hand with IT, contractors, financial institutions, administrative teams, and more.

Minimum Education/Training/Experience:

- New Mexico PED: School Business Official (SBO) License
- Three years experience working in the capacity of a supervisor, or director, or manager of accounting or bookkeeping.



Essential functions and preferred skills:

The school business manager position is evolving rapidly, partly depending on the school's size. The list below is descriptive, not exhaustive. It is subject to change as the organization's needs evolve.

- Responsible for managing the finance and accounts of the school.
- Provide advice on budgetary control; ensuring the effective use of resources.
- Perform human resource management; payroll administration.
- Ensure the paying of salaries.
- Oversee work with the payroll providers and school's personnel.
- Participate in recruiting, training, and managing of school support staff.
- Establish finance policies for the institution as a member of LADE's finance committee.
- Implement procedures for internal control; financial accountability.
- Ensure school is in compliance with federal, state and district financial policies.
- Responsible for managing the administrative system (financial software system) of the school.
- Engage in some marketing activities, such as fund bidding for the school; and attend various events.
- Handle school's contracts and supplies.
- Generate purchase orders for supplies, goods, and services needed by the school.
- Liaise with external partners with the aim of securing supplemental funds for running the school (such as grants).
- Prepare financial reports where necessary.
- Offer support to the principal in areas of his/ her managerial, administrative, and leadership duties.
- Motivate and encourage students on their studies and potential.
- Ensure a conducive learning environment for students and working environment for staff.
- Responsible for managing staff personnel records.
- Consult on the strategic direction of the institution.
- Coordinates financial oversight and reporting for all federal, state, and local grants/contracts.
- Ensures compliance with all legislative and regulatory requirements at the federal, state and local levels, e.g. IRS, PED, Charter & school code laws, state, and local requirements.
- Responsible for managing all aspects of Human Resources.
- Supports the management of ongoing processes related to the employment life cycle including; compliance, onboarding, performance management, and engagement.



- Maintains sound working knowledge of Mastery's compliance with local, state, and federal labor and human relations laws, as well as state certification requirements and with Highly Qualified Teacher regulations
- Ensure the appropriate management of Human Resource compliance issues
- Serves as a first point of contact for Human Resources inquiries
- Actively participates in the cross/training of Staff within the department
- Assumes supervisory responsibility for HR Interns and other administrative support staff, as needed

Desired Education/Skills/Experience:

- Management skills: 3 years of school business management of accounting or bookkeeping experience.
- Bachelor's Degree or higher from a regionally accredited college or university in accounting, business, or a related field with at least 24 semester hours in accounting or business coursework.
- Experience/ability to coordinate, and motivate people to meet deadlines and desired results.
- Accounting or finance management skills: He/she must be able to manage finance.
- Well developed written and verbal communication skills.
- Leadership skills: The manager must have the ability to lead a small team of individuals in various departments.
- Decision making skills: He/she must be able to problem solve issues that arise.
- Planning skills: The business manager must possess the ability to effectively manage school budgets.
- Good organization skills: He/she must be able to manage a group of people
- Time-management skills: The school business manager should be able to manage time effectively to accomplish a number of tasks and meet his/her daily target
- Ability to work under pressure and remain calm while meeting strict deadlines
- Computer skills: Having a fair or general knowledge of computers is very essential for the manager, especially the Microsoft office applications, Google Suite Applications, and financial software.
- Experience managing large budgets.
- Ability to maintain strict confidentiality of business/organizational records.
- Ability to adapt and be flexible with competing priorities.
- Exercise and maintain a high level of work ethics and professionalism.
- Intuitive attention to detail and application of a zero-error mindset.
- Basic comprehension of school governmental accounting; plus a willingness to improve this understanding.
- Possess an outgoing and pleasant disposition.



Compensation and Benefits:

Salary to be determined based on qualifications and experience

225 Day Contract

10 Sick Days and 1 Personal Day, Per Year

Full Benefits (we offer 80/20 premium coverage)

To apply: send a cover letter, resume, and two professional references via email to Mr. Giron, Head Administrator.

mrg@ladecharter.org