

Echo Horizon School and Echo Center, 3430 McManus Avenue, Culver City, CA 90232

JOB OPPORTUNITY

Echo Horizon School (www.echohorizon.org) is an independent elementary school with an enrollment of 260 students and a \$6,000,000 operating budget. The school's mission is to educate children in an inclusive environment in which self-reliance and mutual respect are valued and encouraged. Echo Center, an auditory-aural program for deaf and hard of hearing children, is a California certified nonpublic school for DHH students. Students enrolled in Echo Center are also enrolled in Echo Horizon School. EHS and EC operate jointly and are governed by the Board of Trustees.

Job Title: Business Manager

Position currently available

Job Description:

The Business Manager reports to the Head of School and is responsible for all accounting, human resources, payroll, finance and human resource functions of the school as well as for primary oversight of school operations and business practices. The Business Manager is a critical member of the leadership team for Echo Horizon School and Echo Center and acts as a liaison to the Board of Trustees finance committee.

The ideal candidate will have a strong background in accounting, financial analysis and budgeting as well as experience in human resource management. Prior experience in independent schools is a plus. He/she will be an enthusiastic team player who is detail oriented and who can work independently, prioritize demands and assess the needs of the school.

Responsibilities include but are not limited to:

Finance and Accounting:

- Manage the financial operations of the school so that the institution remains financially stable,
- Manage day-to-day accounting and maintain accurate accounting records, including preparation of student billings and collections, AP and payroll,
- Guide, supervise and review work of business office assistant(s) who handle(s) billing and payables,
- Reconcile general ledger accounts monthly,
- Coordinate and oversee all annual budgeting and auditing processes in cooperation with the Head of School,
- Prepare and monitor Echo Center budget and tuition in cooperation with Head of Echo Center, and represent Echo Center in negotiations with public school districts,
- Oversee all financial investments, banking activities, and cash flow management,
- Ensure that strong internal controls are in place,
- Prepare monthly financial statements for the Head of School and Board of Trustees,
- Prepare quarterly budget-to-actual analysis for Head of School and Board of Trustees,
- Prepare and issue annual student enrollment contracts,
- Implement school's Tuition Assistance program in a manner consistent with the school's mission and vision in conjunction with the Head of School, Head of Echo Center, Director of Admissions and the Board of Trustees.

Human Resources:

- Manage processing and transmission of payroll information to ADP,
- Provide guidance and supervision to employees in use of electronic time clock,
- Maintain accurate personnel records,
- Administer employee benefit plans and respond to inquiries from employees related to payroll and benefits,
- Prepare and issue employment contracts,
- Coordinate with the Head of School and Head of Echo Center to maintain effective hiring strategies, to maintain and disseminate policies and procedures.

Risk Management

- Maintain appropriate levels of insurance to protect the property and to cover the liability of the school,
- Maintain liability, workers compensation and student accident insurance records and policies,
- Process and file worker's compensation, insurance and other claims,
- Monitor all federal and state tax laws to ensure compliance with the law and ensure all record keeping is in compliance with federal, state and local laws.

Operations:

- In concert with the Facilities Manager, oversee school's facilities and capital assets, ensuring that the physical safety of all school properties is being maintained and monitored at all times,
- In concert with the Facilities Manager, oversee maintenance, upgrades and renovations ensuring that the aesthetic vision of the school environment is upheld and maintained as defined by the Board of Trustees,
- Manage and maintain all necessary business, professional and educational licensing, certification and accreditation needs for Echo Center and Echo Horizon School.

Staff Management

- Supervise and coordinate the work of the business office staff efficiently and effectively,
- Assist the Head of School and Echo Center Director with decisions regarding salaries and benefits for all personnel, and evaluation of administrative and office staff.

Other Duties and Responsibilities

- Serve on committees as requested,
- Contribute to the effective management of any other auxiliary programs/enterprises of the school,
- Represent the school at various regional, state, and national associations relative to the business and financial operations of the school.

Qualifications:

- Bachelor Degree in Business
- CPA and/or MBA preferred
- Minimum 8 years of progressive experience in a similar position, preferably at an independent school or like organization
- Strong background in HR administration
- Ability to work collegially and communicate effectively with staff, faculty, parents and other school constituencies
- Good writing skills

Compensation: EHS offers a competitive salary and benefits, including medical, dental and vision insurance, retirement benefits, disability and life insurance.

To apply: Interested candidates should e-mail a cover letter and resume to jobs@echohorizon.org.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Echo Foundation (DBA Echo Horizon School) is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. Applications will be considered until the position is filled.