

TITLE: FINANCIAL MANAGER

Salary: \$16.00-25.00 depending on experience

FTE: .50

Posting Date: 9/29/20 Closing Date: 10/18/20

PURPOSE: The Financial Manager supports the financial well-being of Muddy Creek Charter School. The position is responsible for developing and administering financial systems, processes and internal controls that provide reasonable assurance Muddy Creek Charter School's financial objectives of reliable reporting, protection of assets and effective and efficient operations are achieved. The position provides professional and strategic analysis support, and reports directly to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Illustrative major functions include payroll and benefits administration, financial reporting, financial systems administration, auditing and oversight of the general ledger, accounts payable/purchasing, revenues/receivables, fixed assets, grants, and treasury activities.
- Evaluate and modify Muddy Creek financial operations and structures to maintain integrity, effectiveness and efficiency.
- Develop, modify, implement and/or recommend policies and procedures to assure that assigned operations and Muddy Creek funds are accurately accounted for and in compliance with Muddy Creek Charter School and district policy, local, state and federal laws.
- Perform analysis and reporting of financial and operational activities, issuance of a variety of scheduled, regular, periodic and ad hoc financial reports for governmental agencies, the sponsoring district, public and staff.
- Provide leadership and technical expertise in functional areas to ensure effective, efficient use of financial systems, policy compliance and legally compliant use of Muddy Creek Charter School resources.
- Implement and administer assigned business contracts such as banking services, credit cards, external auditor contracts and specialty software systems.
- Administer treasury activities to support sound cash management, investment activities, and related accounting processes.

ACCOUNTING AND REPORTING

- Ensure financial systems are developed and administered in accordance with generally accepted accounting principles, internal controls and meet financial reporting requirements.
- Plan and manage the annual audit process.
- Ensure a system of internal controls is developed and working to provide reasonable assurance of the reliability of financial reporting, compliance with applicable laws and

regulations, effectiveness and efficiency of operations, and minimize the risk of loss, theft, or misuse of Muddy Creek Charter School resources.

PAYROLL AND BENEFITS

- Administer payroll and benefit staff, systems and operations to ensure timely and accurate delivery of services.
- Administer employee benefit program options
- Oversee incorporation of new legal or reporting requirements such as health care reform and FMLA/OFLA leaves.
- Analyze impact of proposed legislative changes, work proactively to challenge as needed and incorporate actions to address outcomes.
- Administer and communicate benefits available to employees to aid in understanding and access of programs available.

SYSTEMS MANAGEMENT

- Administer financial systems to support service delivery for accounting, reporting and cash management activities. This includes development of, implementation, integration and maintenance of the systems to meet informational, legal and accounting/auditing requirements.
- Research, analyze, and identify new and ongoing business systems or system features to optimize use and processes due to changes in accounting standards, budgeting, policies, problem resolution, efficiency improvements or legal requirements.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner
- Observe laws, Muddy Creek Charter School and district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the Muddy Creek Charter School.
- Meet applicable Muddy Creek Charter School physical ability/health and safety guidelines for the position.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Knowledge equivalent to a Bachelor's degree in accounting or business administration or equivalent accounting experience.
- Knowledge of principles and practices of public financial management, including governmental accounting and auditing, financial reporting, payroll, benefits, grants, treasury, budgeting and bonds.
- Knowledge of and ability to understand, interpret, apply and explain complex accounting, state and federal policy, laws, regulations applicable to school business and financial operations.
- Knowledge of the principles and practices of governmental purchasing.
- Ability to lead and administer Business Services functions and operations.
- Financial systems design and administration including integration of various subsidiary systems in a manner that meets financial and auditing requirements and delivers efficient workflows.
- Ability to communicate effectively verbally and in writing to a variety of groups and individuals, including complex financial information.
- Ability to think strategically and develop short or long term plans to meet an objective or solve problems.
- Skilled in analyzing and adapting to changing priorities to support organizational needs.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essentials functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is:

- Regularly required to sit for extended periods of time.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- Regularly lift, move, or carry up to 25 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, or stoop.

- Occasionally required to kneel or crouch.
- Occasionally required to lift and/or move up to 40 pounds.
- While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment could be usually low to occasionally moderate. The employee's work is almost exclusively indoors.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment.

TERMS OF EMPLOYMENT:

This position is for the 2020/2021 school year. M CCS hires all employees on an annual basis.

All applicants will be considered carefully. Those candidates selected for interviews will be notified shortly after the closing date. All applicants will be notified when the position is filled.

Muddy Creek Charter School is an Equal Opportunity Employer -- Qualified applicants are considered for employment without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, veteran status, genetic information, or disability in accordance with state and federal law.

HOW TO APPLY:

Please submit a cover letter, resume, and three letters of recommendation to:
office@muddycreekcharterschool.org

For Veterans preference, please submit form DD-214 or DD-215.