



**Job Title:** Business Manager

**Work Year:** 12 Month Full-time employee

**Pay Rate:** Based on experience, starting salary range \$60,000-\$80,000

**Background Information:**

Ka'ōhao Public Charter School is a K-6 elementary school located in Kailua. We are currently looking for a full-time business manager that will oversee the implementation and operation of the school budget and finances, human resources policies, daily operational tasks, and charter school compliance requirements.

An ideal candidate must have excellent people skills, and strong organizational and operational skills. Must be detail-oriented and able to communicate effectively, both written and verbally. Prior accounting/bookkeeping experience and knowledge is a must.

**How to apply:**

Submit resume, cover letter, contact information for 3 references and a letter of recommendation. Email all materials to [employment@kaohaoschool.org](mailto:employment@kaohaoschool.org). Incomplete applications will not be considered.

**Qualifications:**

- Preferably a minimum of a Bachelor's Degree from an accredited college or university. Business, accounting, or finance degree preferred.
- At least one-two years of specialized work experience in accounting or finance (required)
- Experience working in a school (preferred)
- Proficiency with Excel, Google Spreadsheets, Quickbooks, and Word (required)
- Excellent multitasking and organizational skills (required)
- Customer service skills (will be working with the community, parents, staff, and students)
- Must be able to act professionally at all times.

**Hours:**

- Daily from 7:30am-4pm
- Estimated start date is February 2023, with an initial training period
- Summer hours and school break hours are 8am-3pm

## **Basic Roles and Responsibilities:**

### *Human Resources:*

- Maintaining HR files
- Onboarding new employees
- Hiring
- Keep track of staff attendance, track leave balances and create leave reports
- Process HR changes
- Manage payroll systems (HR Symphony and DOE)
- Recruit/process/hire/track substitutes
- Workers compensation tracking/reporting
- Familiarity with all union contracts (HGEA, HSTA, UPW)
- OSHA tracking/reporting
- Create/issue annual contract files for HSTA personnel and update Personnel Action Forms for non-HSTA personnel
- Track 1099 vendor payments and generate/issue 1099's in compliance with IRS and State laws
- HIOSH compliance (documentation, coordination w/custodians)

### *Financial:*

- Bookkeeping
- Preparing financial reports
- Finance committee member
- Purchase orders
- Accounts payable/receivable
- Coordinate yearly audit with external auditors
- KSO Fiscal Management
- Create annual budget
- Track/account student fees
- Provide spreadsheets of classroom funds for teaching staff
- Create/submit all commission and HTSB compliance requirements/reports
- Bank reconciliation

### *Other:*

- Customer service and general office work
- Taking notes/minutes during meetings/conferences/monthly board meetings
- Manage opening of school year duties (label staff mailboxes, print staff resources, order planners, plan orientation, advise on GE acceptances/track enrollment)
- Point person for custodial staff during the summer
- End-of-Year Check-outs
- Co-chair Annual Auction Gala (all the back-end work through Auctria system)
- Approve/track Amazon Business account orders
- Provide guidance/advice/expertise to other employees
- Central source of collecting and disseminating information to appropriate parties
- Coordinator for both School Quality Survey and Panorama Survey