



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Business/HR Manager

The Business/HR Manager is a full-time, salaried position with a 12-month work schedule, beginning July 1, 2022. The Business/HR Manager will report to the Director of School Operations.

Position Overview

The Business/HR Manager performs administrative work in the operational and business area of the organization. This includes budget, financial management and reporting, purchasing, and all other non-academic operations of the organization. He or she works to maintain the integrity of the organization, to ensure contractual and regulatory requirements are met, and to manage resources effectively.

The Business/HR Manager's essential duties and responsibilities are as follows:

Financial Management

- Assists the Director of School Operations and the Licensed Fiscal Officer (LFO) with all aspects of financial management
- Maintains knowledge of all laws and changes in laws, regulations and rules applicable to school finances
- Monitors school compliance with applicable laws, regulations, and rules
- Monitors and reports on school's financial stability
- Works with the Licensed Fiscal Officer in performing the following:
 - Coordinating the development of, and prepares, school site general fund and special projects budgets
 - Preparing budget transfers as appropriate
 - Preparing and maintaining purchase orders and other expense records
 - Approving, logging, and monitoring expenditures
 - Reconciling site records with monthly reports
 - Resolving discrepancies
 - Ensuring expenditures are within budget allowances for the month and year
- Procures supplies, materials, equipment, and inventory management
- Supervises requisitions, receives, and distributes/stores classroom, school office and work room materials and supplies; maintains ongoing inventory; processes packing slips.
- Reviews monthly financial reports and updates monthly financial estimate templates
- Provides financial oversight, including invoice approval and managing the substitute teacher budget
- Works with payroll firm to provide oversight on payroll processes

Human Resources

- Prepares necessary forms to hire, terminate or authorize special payments to staff
- Cooperates with all staff to implement policies and procedures at school (e.g., compensation, vacation/sick days; recruitment screening, background checks, etc.).
- Oversees the processing of all new hire paperwork
- Maintains personnel files for all employees

- Assists with orientation for new hires
- Serves client and employees, including teachers and school administrators, by handling day-to-day questions and helping resolve work-related problems
- Assists in communicating company policies and procedures
- Recruits for open positions and performs the full life cycle of recruiting activities including sourcing and screening applicants, maintaining recruiting systems, drafting offer letters, providing follow-through with candidates, supporting hiring managers, and reporting recruiting statistics
- Drafts and updates job descriptions
- Leads employee on-boarding activities; answers employee questions and provide support to managers when integrating new hires into the school
- Implements fingerprint-supported background checks and teaching certification checks of all applicable employees
- Administers employee benefit programs, answers employee questions, supports claims resolution, and maintains related systems
- Supports the performance review process; provides employees and managers with information about the process, policies, job duties, and process for promotion
- Coordinates and ensures completion of employee exit interviews
- Reports outcome of exit interview information to management and tracks/maintains data.
- Ensures compliance with applicable employment laws and regulations.
- Serves as school's Title IX Coordinator and Disability Rights Coordinator

Computer Skills

To perform this job successfully an individual must have knowledge of Google Workspace, accounting software, order processing software, spreadsheet software, and word processing software.

Qualifications

- Bachelor's or Master's degree in Business Administration, Management, or related field
- Minimum of three (3) years of professional experience with budgeting, computer information systems, and organizational procedures
- Enthusiasm to assist Cincinnati Classical Academy in becoming a nationally regarded K-12 classical school and serving as a local leader in K-12 education
- Effective interpersonal, oral, and written communication skills
- High level of attention to detail

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to Mr. Michael Rose, Headmaster:
mrose@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.