

# Lake Norman Charter Director of Business Services



**PURPOSE:** Serves as a member of the administrative team, collaborating in developing and implementing school policies and budgets in a manner that promotes the educational development of all students and the professional development of staff while ensuring fiscal stability of the institution. Responsible for the day-to-day operation of the Business Office, including all financial, accounting, and fiscal activities of Lake Norman Charter.

## **ILLUSTRATIVE EXAMPLES OF WORK**

### ***Financial Administration and Reporting***

- Responsible for the day-to-day operation of the Business Office, including all financial, accounting, and fiscal activities of Lake Norman Charter
- Oversees all financial affairs including bonds, borrowing, investments, contracts, insurance, and risk management programs
- Performs the day-to-day financial operations including accounts payable, accounts receivable, payroll, and accounting procedures in conjunction with a third party accounting firm
- Works closely and cooperatively with federal, state, and local auditors to assure compliance with state and national standard accounting procedures and all state entitlement requirements.
- Develops, reviews and modifies policies and procedures related to accounting processes, software platforms, and internal accounting controls.
- Prepares financial reports required by the Superintendent and Board of Directors, and auditors. Makes presentations as required.
- Ensures the proper implementation of system policies in record keeping, budget development, and expenditure of funds
- Directs the preparation of state and federal reports, tax reports, and the necessary reporting for state and federal entitlements
- Receives, records, and deposits all cash and checks collected by the school; maintaining records of deposits and expenditures for activity and club accounts. This also includes monitoring the districts PayPal accounts.
- Creates or participates in creating the management discussion and analysis (“MD&A”) section of our annual report.
- Proactively monitors covenant compliance levels and prepares or oversees preparation of quarterly reports for covenant compliance.

### ***Operational Budgeting and Long-Range Planning***

- Prepares the annual, quarterly and monthly budgets in conjunction with the Superintendent and Finance Committee Members
- Monitors and analyzes income and expenditures throughout the school year.
- Monitors the financial condition of the school; prepares financial analyses and helps develop long range financial and strategic plans
- Participates in financial planning discussions with different departments and Board Finance Committee
- Bids out major purchased services (i.e. insurance, accounting, copier contracts, etc.) on a regular basis
- Assists with the creation, implementation, and evaluation of activities designed to achieve the financial goals of the school's strategic plan.
  - Develops appropriate management reports and financial projections for short term and long term planning purposes.
  - For example, experienced with creating and analyzing capex, liquidity, base case and downside case projections.
- Comfortable participating in annual calls with investors and rating agencies and responding to their periodic, financially oriented inquiries.
- Partners with other department heads & building principals to assist with ongoing efforts to improve operational efficiency and manage controllable expenses.

### ***Human Resource and Employee Benefits***

- Directly supervises the Financial Assistant position, including assisting them with Human Resource work as questions arise
- Obtains and monitors insurance coverage to ensure school is protected appropriately
- Research and recommend risk mitigation strategies, including assessment of appropriate levels of insurance coverage.
- Serves as a contact for the Department of Public Instruction for school financial and demographic data. (i.e. EDDIE Coordinator)
- Any additional duties as assigned by the Superintendent

**REPORTS TO:** Superintendent

**KNOWLEDGE, SKILLS AND ABILITIES**

- Experienced accounting/finance professional and team-oriented leader
- Strong background in finance, budgeting, investing, human resources, and cash management, with solid understanding of non-profit accounting.
- Excellent written and verbal communication skills, with demonstrated ability to improve communication between staff levels and departments throughout the organization.
- Excels at using QuickBooks, Excel and Google Docs
- Proven ability to multitask and work as a contributive member of a team
- Establishes a collaborative management approach while working with a variety of different school staff and groups
- Obtains optimum efficiency and economy of operations and maximizes the fiscal soundness and integrity of the accounting offices
- Highly detailed oriented, with a fiscally conservative inclination.
- An understanding and appreciation for the mission of Lake Norman Charter

**EDUCATION, CERTIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Accounting, Finance, or Business Administration.
- Prior non-profit accounting experience a plus but not required.
- CPA or MBA a plus, but not required.