



Job Description

Position Title: Business Manager

Employment Schedule: 12 months

Overview: The Business Manager is responsible for all Business, Finance and Human Resources activities at Franklin Academy. The position oversees the human resources and finance operations of the school and provides transactional and analytical support for all related activities. The Business Manager generates all the school's financial reports, assists in the annual budgeting and audit processes, ensuring that the school meets all state compliance requirements in these areas.

Duties and Responsibilities:

- Manages accounts payable and receivable
- Maintains employee personnel files, with full confidentiality as appropriate and required by law
- Manages the administration of employee benefits
- Processes campus payroll
- Maintains contracts and tenders for all vendors.
- Collects and processes payments for a variety of events such as lunch deposits, donations, clubs, athletics, and fundraisers according to Franklin Academy policy and best practices
- Other duties as assigned by the principal or the Florida Charter Foundation

Requirements:

- Computer literacy (MS Excel in particular)
- Strong financial management skills
- Knowledge of accounting procedures and best practices
- Familiarity with budget preparation and cash flow management
- Solid time management skills with an ability to prioritize work
- Excellent analytical skills and experience creating reports and presentations

Full-time Business Managers are eligible for the following benefits:

- Medical, Dental, Prescription drug, and Vision
- Life insurance and Voluntary life insurance
- 401K Plan
- Paid time off (PTO) – vacation, sick, personal
- Twelve (12) paid holidays per year
- This is a salaried position

Franklin Academy is a Drug-Free Workplace. All candidates are required to pass a mandatory drug screening.