



Job Title: Operations Manager
Reports to: Executive Director

Position Summary:

The Operations Manager supports the day-to-day operations of the school with responsibilities in three primary areas: finances, human resources and operations. This is a 12-month per year position.

Responsibilities:

Finances

- Receive, process and record cash receipts
- Manage bill payment
- Manage revenue compliance
- Maintain the school's bookkeeping records according to GAAP
- Solicit and document quotes for supplies and services
- Issue and monitor all purchase orders
- Process disbursements and reimbursements
- Record in-kind donations and services
- Draft contributions acknowledgement letters

Human Resources

- Collect and manage employment application and interview paperwork
- Collect and manage all required payroll paperwork; run background checks
- Manage payroll, benefits and human resources reporting
- Maintain personnel files
- Track employee PTO days

Operations

- Develop and maintain school wide policies and procedures as necessary for health, safety and other operational needs; coordinate emergency drills
- Maintain key student and family data in online systems (PowerSchool, Google docs, Transparent Classroom, MailChimp)
- Oversee the front office and supervise receptionist (includes managing arrival and dismissal, daily attendance submission; tracking student absences and report accruals on a weekly basis)
- Coordinate bus transportation
- Coordinate food service; oversee meal counts
- Order, inventory and organize/distribute all supplies and materials
- Develop a technology plan and manage E-Rate funding
- Oversee facility cleaning, maintenance and repairs (building, playground, parking); submit maintenance work orders through NHPS online system (School Dude) ; send weekly custodial supply orders to NHPS contact
- Other duties as assigned

Qualifications:

- MBA preferred, Bachelor's degree required
- Prior experience in a start-up preferred
- Knowledge of and experience with bookkeeping, financial reporting, GAAP, audits, budgeting and cash flow management
- Prior experience in compliance preferred
- Prior experience in a charter or NHPS school preferred
- Alignment with the mission and vision of ECMS