



CIRCLE CITY PREPARATORY CHARTER SCHOOL
DIRECTOR OF BUSINESS OPERATIONS

Start Date: June 8, 2024

Salary: \$60,000-\$70,000

Status: Full-Time, Exempt, 12 month, hybrid

Benefits: 403b, Dental, Life, Medical, Vision

Job Category: Leadership

Job Description:

We are seeking a passionate, detail-oriented and innovative Director of Business Operations (DBO) who understands that the foundation of a great school starts with operational excellence. Circle City Prep's commitment is to our students and families who rely upon our classrooms, communications, and facilities to operate smoothly and safely each day. Our Director of Business Operations will execute accounting, bookkeeping, and payroll transactions; ensure that all financial accounting data is up to date and accurate at all times; maintain financial and organizational record-keeping systems; support baseline human resources operations, maintain data reporting platforms, and take on other related duties as required and assigned.

Background on the Organization:

Circle City Prep is deeply committed to supporting *all* students to live up to their power and potential through a rigorous college prep education. Circle City Prep is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students on the Far Eastside of Indianapolis. We are heading into our 8th year as an organization, fully enrolled Kindergarten - 8th grade.

Job Responsibilities:

Accounting, Bookkeeping, & Payroll- 50%

- Ensures school meets or exceeds our financial performance metrics for the fiscal year
- Perform all bookkeeping duties, ensuring the accuracy of all transactional data, including but not limited to A/P, A/R, and bank reconciliations alongside an outside partner (CIES)
- Payroll is 100% accurate on time for final approval from Head of School
- Review and analyze contracts and other agreements to ensure proper recording and payment schedules
- Monitor expense reimbursement system, review and enter reimbursement and credit card transactions accurately in the accounting system, Quickbooks
- Follows Fiscal Policies and Accounting Procedures diligently
- Maintain confidentiality of sensitive information, filing all finance and personnel documentation, maintaining organized and secure files at all times

Financial Reporting & Audit- 10%

- Provides monthly budget forecasts and grant tracking roll-ups
- Perform monthly closing, including all account reconciliations and miscellaneous reconciliations as needed to ensure the accuracy of all financial data
- Leads the Board Finance Committee alongside Board Treasurer
- Audit support- prepare audit schedules and backup materials as requested during audit fieldwork
- Assist with the preparation of tax filings to be completed by auditors

Grant Management- 10%

- Assist outside partner (CIES) to ensure that federal and state grant reporting requirements are met for all public grants
- Over time, begin to develop grant budgets for public grants and manage the process for each grant cycle/year
- Assist with grant applications for private funding opportunities as they arise, in partnership with the Head of School
- Manage donor platform and experience (Bloomerang)

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.



Human Resources- 20%

- Demonstrates command of, adheres to, and promotes compliance with CCP's personnel policies as documented in the Staff Handbook
- Coordinate onboarding action steps and documentation for all new hires
- Coordinate offboarding actions and documentation for all departing employees
- Support the automation efforts of the onboarding and offboarding processes whenever possible
- Coordinate with the Head of School to ensure all employee pay and benefits deductions are accurate during each payroll cycle
- Ensure effective maintenance of all employee personnel files so they are always audit-ready
- Review and refresh state-based requirements for new hires related to certifications and background checks
- Manage requests and claims regarding unemployment insurance, worker's compensation, and FMLA administration as needed
- Review, track, and process all leave of absence requests for employees
- Manage sub requests in partnership with the school leadership team, when applicable
- Manage day-to-day benefits support and coordination for all employee benefit programs (e.g. medical, dental, vision, disability, 403b) through Proliant and all other internal communication portals
- Successfully serves as the school's go-to person and first line of defense for employee issues. Personnel issues/grievances are resolved in a timely and discrete fashion.
- Owns that job postings are up-to-date and serves as the point of contact through the application process

Other Operational Support- 10%

- Assist with inventory system of all Circle City Prep owned materials in partnership with the Operations Team
- Assist with seasonal operations projects as they arise
- Step in to support daily school operations during key times, such as the start of the school year and community events as needed
- Maintain student data reporting in academic dashboards
- Uses Direct Certification to determine Free/Reduced lunch status of scholars and sends out FRL forms to families not found in the database.

Other duties as assigned

Job Requirements:

- Bachelor's degree, required. Master's degree or certified public accounting license, preferred.
- 3+ years of accounting, HR, operations, or finance experience, ideally in a nonprofit organization and with public grant experience, required
- Proficient in Microsoft Excel, QuickBooks, and Google Suite, required
- Strong attention to detail (sweat the small stuff, see how it feeds into the bigger picture), required
- Ability to take initiative, prioritize tasks, and work independently, required
- Strong organizational and communication skills with a service-oriented mentality, required
- Previous experience working in charter school, preferred
- A passion for joining a mission-driven organization
- Background check passed
- Willingness to work occasional weekend and evening work hours

Apply Today!

Go to www.circlecityprep.org and click Join Our Team and our application submission link.

As an equal opportunity employer, Circle City Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.