

Assistant Business Manager (COO Pillar)

Position Summary

The Assistant Business Manager will need to have a general knowledge of school budgets and deadlines for financial reporting. Knowledge of procurement, bi-weekly payroll and contract administration. The role requires strong technical skills, financial laws, labor laws and school policies. The Assistant Business Manager will work closely with administration and the pillar director.

Responsibilities

The Assistant Business Manager provides essential support in managing school budgets. Along with Financial reporting, procurement, and payroll, and contract administration. The role requires strong technical skills, accuracy, and the ability to maintain compliance with State and Federal Education financial laws. Labor laws, and school policies. The Assistant Business Manager works closely with administrators to implement procedures that align with the mission and operational goals of ACE Leadership High School.

- Budgets Management-Assist in developing, monitoring, and managing annual budgets; ensure alignment with State and Federal Education financial requirements and audit documentation.
- Procurement & Purchasing-Oversee purchasing workflows, vendor contracts, staff contracts and ensure adherence to procurement regulation.
- Payroll Administration-Support payroll processing, employee data accuracy, and compliance with labor laws
- HR & Administrative Support-Assist with HR documentation, onboarding processes, and personnel record management.
- Financial System Management-Maintain accurate financial records and ensure proper use of AptaFund modules for payroll, purchasing and reporting.

Minimum Qualifications

- Associate's Degree in Business or a closely related field.
- Experience using AptaFund, including payroll, purchasing and financial reporting (EES) Employee Self-Serve, modules.
- Chief Procurement Officer (CPO) certification
- Demonstrated experience in all aspects of school business management, including budgeting, procurement, HR support, compliance, and financial operations.
- Strong organizational, analytical and communication skills.
- Ability to collaborate effectively with administrators, staff and external partners
- Cafeteria manager; work with cafeteria contractor, business manager and pillar director.
- Support with school related needs during lunch breaks
- Other duties as assigned