

Cottonwood School

Business and Operations Manager

Position Title: Business and Operations Manager
Reports To: Executive Director
FTE: Full Time, Exempt
Salary: \$55,000-\$65,000 p/yr

The Cottonwood School of Civics & Science is seeking a Business and Operations Manager to join our dedicated team serving 210 public school children, grades K-8. Our mission is to provide a creative learning environment where students develop a sense of place and become stewards of the natural world and active citizens within their community. We believe that healthy communities are created by engaged, informed, and compassionate citizens. Through service, integrated curriculum and experiential learning, we provide opportunities for our students to actively build relationships locally, inspiring them to become catalysts of change in a global community.

Our commitment to Diversity and Inclusion

The Cottonwood School believes that the full education of a student depends and relies upon a diverse, equitable and inclusive school environment. We value different lived experiences and integrate the voices of our school-community members, while also inviting insight from our larger community. We apply a culturally responsive approach to our teaching and our decision-making. We incorporate the histories, perspectives, and experiences of different groups of people who are traditionally left out of school curricula.

POSITION SUMMARY:

The Business and Operations Manager provides essential accounting and administrative services for The Cottonwood School. They are responsible for managing the business office and administrative operations, supporting staff members in their work, and maintaining an efficient and orderly workplace. In addition to being responsible for insurance contracts, subcontractor agreements, facility use agreements, oversight of payroll, PERS, grant budgets, audit preparation, monthly board reports and other reporting to internal and external contacts, they provide oversight for all facility needs.

Knowledge of small business operations and accounting is essential. Previous school or non-profit experience is highly beneficial. The willingness to wear multiple hats, problem solve and be a team player is essential. Must be proficient in MS Office (Excel, Word and PowerPoint) and QuickBooks.

The Cottonwood School Business and Operations Manager communicates and practices the mission, vision and values of The Cottonwood School. Much of the work is driven by the school calendar, requiring significant planning, pacing, and organization of numerous activities, events, and projects that follow that calendar.

Full time employees are eligible for health/dental/vision coverage; mandatory participation in PERS with employer match; free parking; and Paid Time Off.

ESSENTIAL RESPONSIBILITIES:

BUSINESS & FINANCE:

- Budgeting and Forecasting: Prepares annual department budget and provides timely and accurate forecast information to school leadership in order to make financial decisions.
- Accounting and Bookkeeping:
 - Data entry into Quickbooks. Manage A/R, A/P other bookkeeping duties. Monthly bank, credit card, and petty cash reconciliations. assist tax preparation
 - Timesheets, payroll, and PERS
 - Engage in contract and proposal writing, invoicing and other vendor management processes
 - Tracking of employee expenses, including collection and management of receipts, reimbursements, and management of senior-level credit card accounts
 - Prepare reporting for effective financial management and planning
 - Promote and enforce effective financial and other internal controls
 - Supports completion of grant applications, required reports and budgeting
 - Supports the annual financial audit conducted by the school's CPA firm
- Human Resources, including benefits administration
- Support the work of the Executive Director, the board of directors, and board committees, including board reporting and presentation

ADMINISTRATIVE DUTIES:

- Oversees parent/guardian documents including background checks, income forms, and ensures Drivers license and insurance documents are up to date for all chaperones.
- Creates, submits and verifies required Oregon Department of Education (ODE) reporting
- Works closely with the secretary to ensure our student information system (Synergy) is up to date and synced with our ODE student information.
- Administers the Cottonwood School lottery and the enrollment of students
- Essential office administration, including processing mail, answering phones, document drafting and distribution, and some visitor relations

OPERATIONS AND FACILITY MANAGEMENT:

- Oversees facility and technology related needs
- Manages inventory and re-supply for offices and facilities
- Works to ensure safety, sanitation, and cleanliness of the classrooms and auxiliary school environments (hallways, bathrooms, etc)
- Meeting, activity, and event support
- Oversees and communicates emergency procedures
- Oversees the implementation of safety and security training for teachers
- Coordinates monthly fire drills as well as earthquake and safety drills.

QUALIFICATIONS:

- Earned Bachelor's Degree, or higher, from an accredited institution of higher education.
- Demonstrated success in finance, accounting and bookkeeping; office management; and administrative responsibilities

- Demonstrated passion for and success working in a nonprofit organization, school or related organization
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work with colleagues, board members, volunteers, and other partners and stakeholders
- Excellent attention to detail and awareness of the need for precision and diligence in one's work
- Proficiency with general office, payroll, and bookkeeping technology and databases, including Microsoft Office platforms and Quickbooks
- The ability to contribute to an effective professional environment and interact effectively with people from different cultures and experiences, as well as with vulnerable peoples in our community
- An awareness about difference and how it can expand practices and success
- An ability to learn from and build on varying cultural and community norms of colleagues and clients.

WORKING CONDITIONS:

This is a full time, exempt administrative staff position. There may be some required commitments outside of regular hours as needed, but these commitments are occasional. Work primarily occurs at the school located in the South Waterfront in Portland with occasional work off site as required by programs and projects.

PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of administrative office staff generally, including the lifting and transport of materials weighing up to 30 pounds.

To apply, please send your resume and a brief cover letter that sets forth your interest and primary qualifications in the position to work@thecottonwoodschool.org. Candidates selected for an interview will be contacted. No phone calls please. For more information about The Cottonwood School, please visit our website: www.thecottonwoodschool.org.

The Cottonwood School is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy), national origin, disability, age, gender, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms The Cottonwood School's commitment to the principles of fair employment and the elimination of all discriminatory practices.

