



Job Title: Business Manager
Location: Autism Collier Charter School, Collier County, FL
Job Type: Full-Time
Reports to: Principal and School Administrator

Position Summary:

Autism Collier Charter School is seeking a highly skilled and detail-oriented Business Manager to oversee the school's financial operations, budgeting, purchasing, and resource allocation. The Business Manager will ensure fiscal responsibility, compliance with financial regulations, and efficient financial planning to support the school's mission and programs.

Qualifications:

- Bachelor's degree in business, accounting, finance, or a related discipline OR five years of related experience in finance, purchasing, and/or budget preparation.
- Demonstrated proficiency with financial and data management software applications.
- Advanced skills in Microsoft Office Suite, particularly Microsoft Excel and/or Microsoft Access.
- Proficiency in spreadsheet design, including charts, tables, sorting, filters, grouping/sub-totals, lookups, pivot tables, and complex workbooks with embedded links.
- Experience in forecasting, financial analysis, and budget development preferred.
- Strong organizational and problem-solving skills with attention to detail.

Essential Duties and Responsibilities:

- Assist school administration in the design, preparation, development, and monitoring of budgets for all funds.
- Manage salary and benefits analysis and forecasting, including periodic assessments of surplus/deficit conditions.
- Monitor and review expenditures, analyze historical trends, and provide summary analyses.
- Order necessary materials, software, and equipment to ensure timely completion of projects while following proper procurement procedures.
- Prepare purchase orders and review invoices before department approval.



- Assist external auditors with financial reviews and conduct spot audits to ensure compliance and cost efficiency.
- Prepare periodic reports, trend analyses, and cost-benefit studies to improve operational effectiveness.
- Monitor department appropriations, analyze financial reports for accuracy, and ensure adherence to best practices under school administration supervision.
- Maintain accurate monthly internal account records and prepare financial reports for annual audits.
- Collaborate with the school's contracted human resources company on payroll reporting and administration.
- Coordinate directives from the District Office regarding Benefits & Wellness requirements, compensation supplements, FTE reporting, and dissemination of payroll-related materials (e.g., W-2s).
- Coordinate and attend trainings regarding annual inventory management, including processing surplus and property transfer forms.
- Assist the Principal in maintaining accurate inventory records of School assets.
- Perform all other duties as assigned by the Principal or School Administrator.

Key Competencies:

- Strong financial acumen and analytical skills.
- Ability to manage multiple projects and deadlines efficiently.
- Excellent communication and collaboration skills.
- High level of integrity and ability to maintain confidentiality.
- Problem-solving and decision-making abilities.
- Growth mindset and willingness to engage in professional development.
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Physical Requirements:

- Ability to work in an office environment with prolonged periods of sitting and computer use.
- Ability to occasionally lift or move office supplies and financial records as needed.

Autism Collier Charter School is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.



To Apply: Interested candidates should apply online at
<https://www.autismcolliercharter.org/>