

## **Business Manager in Training Job Description**

### **Open until Filled**

Business Manager in Training supports the financial, administrative, and operational functions of a school while developing expertise in budgeting, procurement, and facility management. They work under supervision to manage staff, ensure regulatory compliance, and optimize resources, aiming for a permanent leadership role in school business operations.

### **Key Responsibilities (In Training/Junior Role):**

- **Financial Administration:** Assists with budget preparation, expense tracking, payroll processing, and managing vendor contracts.
- **Operations & Facilities:** Supports daily facility operations, security, and the maintenance of school property.
- **Resource Management:** Handles procurement of supplies, inventory management, and equipment maintenance.
- **Compliance & Reporting:** Assists with maintaining accurate financial records, student data, and compliance with local/state regulations.
- **Administrative Support:** Assists with human resources tasks, staff supervision and administrative procedures.
- **Professional Development:** Actively learns school financial software, funding methods, and leadership techniques.

### **Qualifications:**

- Bachelor's degree in Business, Finance, Accounting, or a related field (or working towards one).
- Strong organizational, analytical, and communication skills.
- Proficiency in computer software, particularly spreadsheets and databases.
- Interest in educational administration and operations.

This role serves as a pathway for aspiring school business managers to gain the experience necessary to fulfill the position as Business Manager.

### **CLEARANCES**

- Criminal Background Clearance

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- Valid Arizona IVP Fingerprint Clearance Card

### **Salary Range**

Depends on Education and/or Experience

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