



Positions Available: Business Administrator
Term: Beginning summer 2017
Location: Southwest Charter School
0640 SW Bancroft Street, Portland, Oregon
Compensation: DOE
How to apply: Please send a cover letter, resume and references to work@swcharter.org.

Position Description:

Southwest Charter School is seeking a flexible, detail oriented Business Administrator to join our team.

Mission of Southwest Charter School:

To provide a creative learning environment where students develop a sense of place and become stewards of the natural world and active citizens within our community.

Our Philosophy:

Southwest Charter School was founded on the principles of place-based education. We value and implement five supporting strategies to realize our place-based mission:

1. We conduct frequent and relevant **fieldwork**;
2. We build **service-learning** into much of our central curriculum;
3. We create **community partnerships** with local organizations, businesses and agencies who often serve as **authentic audiences** for our projects;
4. We teach about our **environment** and train our students to be citizen scientists;
5. We teach about **civics and our local history** and train our students to be active citizens.

Position Summary:

The Business Administrator provides oversight for business and financial functions of the school. He/She is responsible for insurance contracts (both health and property/liability), subcontractor agreements, facility use agreements, oversight of accounts payable, accounts receivable, payroll, PERS, grant budgets, audit preparation, monthly board reports and other reporting to both internal and external contacts. The Business Administrator is responsible for final oversight of banking, transfers and credit card transactions.

The Business Administrator will work well with other staff members and the Board, ensuring lines of communication are kept positive and open. A smiling face, welcoming attitude, and professional manner are just a few characteristics that

describe a successful individual in this position. He/she expects and welcomes daily challenges with the goal of resolving these situations by following guidelines/policies and goals set by the school as written/defined in the SWCS policies and procedures.

Knowledge of small business operations and accounting is essential. Previous school or nonprofit experience is highly beneficial. Problem solving, investigation and negotiation skills are also essential. The ability to learn from history, yet make best practices choices for the future, follow established procedures, communicate clearly, and maintain accurate records is required. The ideal candidate will be able to work independently, take and give instruction, and collaborate with others.

While the responsibilities required for this position MAY be delegated to others, the ACCOUNTABILITY for the work MAY NOT. Accountability for accurate and complete work included as part of this job description remains with the Business Administrator.

Qualifications:

- Minimum three years of general business administration, BA preferred
- Accounting/finance background preferred (CPA a plus)
- Proficiency in MS Office (Excel, Word and PowerPoint) and QuickBooks
- Ability to communicate kindly and clearly both orally and in writing
- Ability to work well with, coach, and train others
- Ability to maintain confidentiality

Because we work with children a background check is required

Reports to: Executive Director, Board President, Board CFO/Treasurer, and Board of Directors

Works with: Executive Director, HIP Administrator, Accounting Administrator, FOSWCS (PTO)

Supports: Executive Director, Board, Staff, CFO/Treasurer

Southwest Charter School is an equal opportunity employer.

Southwest Charter School
0640 SW Bancroft, Portland, OR 97239
P.O. Box 19816, Portland, Oregon 97280 - Phone (503) 244-1697

A Public Charter School – Connecting Children to their Community and the Natural World

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