

# TRI•DENT A•CAD•E•MY

Where Bright Minds Find Bright Futures

Trident Academy, located minutes from downtown Charleston, SC, educates students in grades K through 12 who struggle with learning disabilities like dyslexia, dyscalculia, and dysgraphia.

*Our mission: Trident Academy, through individualized, multi-sensory, and research-based teaching approaches, transforms the lives of cognitively capable K-12 children diagnosed with learning differences.*

We are seeking a talented and experienced Business Manager to join our team.

## **About Us:**

Trident Academy fosters a nurturing and innovative learning environment for students who struggle in traditional learning environments due to their learning differences. We offer a multi-sensory approach to education using Orton Gillingham instruction.

## **About the Role:**

As the Business Manager, you will play a vital role in ensuring the smooth day-to-day operations of our school. You will be responsible for a variety of tasks, including:

- **Financial Management:** Develop, monitor, and manage the school's annual budget. Prepare financial reports and statements for school administrators and the Board of Directors. Oversee payroll and accounts payable/receivable.
- **Human Resources:** Manage personnel records, contracts, and employment agreements—process payroll and benefits administration.
- **Operations:** Oversee purchasing and facilities management. Ensure compliance with all applicable regulations.
- **Strategic Planning:** Collaborate with the Head of School and other administrators to develop and implement strategic plans.
- **Communication:** Maintain clear and professional communication with staff, parents, and other stakeholders.

## **Qualifications:**

- Bachelor's degree in Business Administration, Accounting, or a related field.

- Minimum 3-5 years of experience in a business management role, preferably in education or a non-profit organization.
- Strong analytical and financial skills, with proficiency in budgeting, and accounting software (e.g., QuickBooks).
- Excellent organizational and time management skills.
- Ability to prioritize multiple tasks and work independently.
- Strong interpersonal and communication skills.
- A passion for education and a commitment to our school's mission.

**Benefits:**

- Competitive salary and benefits package
- Opportunity to work in a collaborative and supportive environment
- Make a positive impact on the lives of children

**To Apply:**

Please submit your resume and cover letter to [employment@tridentacademy.com](mailto:employment@tridentacademy.com). Applications will be accepted until the position is filled.

**Trident Academy is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, gender, national origin, age, or disability.**