

JOB DESCRIPTION	
Position Title:	Interim Business Office Manager
Supervisor:	Director of Finance and Operations (DFO)
Revision Date:	04/01/2026
Classification:	Exempt /12 month (Interim position covering leave)
Department:	Administration

POSITION SCOPE:

The Interim Business Office Manager directs the accounting operations of the Business Office. S(he) works closely with the DFO to ensure that the financial and personnel management functions operate efficiently and effectively.

The ideal candidate will demonstrate the following:

- **Excellence in Customer Service and Collaboration:** Understands that exceptional customer service is paramount. Possesses a warm, welcoming demeanor, and thrives on connecting with and welcoming others. Has demonstrated success working effectively in collaborative team environments.
- **Strong Communication and Interpersonal Skills:** Exhibits outstanding written and oral communication skills.
- **Organizational and Execution Prowess:** Demonstrates deep organizational skills and follow-through, with keen attention to detail. Proven strength in task management, consistently completing projects effectively and on time.
- **Independent and Proactive Problem-Solving:** An independent problem-solver who takes initiative and possesses a willingness to learn, while also knowing when to seek guidance and/or help.

ESSENTIAL DUTIES:

- **Financial Management:** The Interim Business Office Manager holds a critical and hands-on role in the School's financial health and operational efficiency. This includes overseeing the day-to-day accounting functions and ensuring robust financial controls are in place.
 - **Core Accounting and Transactional Oversight**
 - Perform comprehensive accounting operations functions, including the diligent processing of accounts payable (A/P) to ensure vendors are paid accurately and on time, accounts receivable (A/R) management to track and collect outstanding funds, and the timely processing of employee reimbursements in compliance with School policies. All these transactions must be accurately recorded and maintained using Quickbooks as the official system of record for the School's general ledger.
 - Manage the third-party tuition management vendor (FACTS), serving as the primary liaison between the School, the vendor, and the student/parent community. This involves overseeing the FACTS platform's functionality, ensuring accurate billing and payment schedules, and working proactively with families.

- Reconcile all School Credit Card statements monthly, including meticulously matching all credit card charges to supporting documentation and accurately coding transactions within Quickbooks to the correct general ledger accounts.
- Cash Management and Specialized Programs
 - Complete all check and cash deposits promptly and securely and prepare the deposit entries in Quickbooks.
 - Manage the School's Petty Cash fund, including tracking disbursements, ensuring proper receipt documentation, and periodically reconciling the physical cash balance against the records.
 - Manage the comprehensive business operations of the AfterSchool program. This encompasses all financial aspects, including the invoicing of participants (both families and outside providers) and managing all related expenditures, such as vendor payments for specialized activities and employment payments for AfterSchool staff.
- Compliance and Audit Readiness
 - Reconcile and prepare annual 1099 and 1096 forms for independent contractors and non-employee compensation, ensuring strict adherence to IRS regulations and deadlines.
 - Work closely and collaboratively with the Director of Financial Operations (DFO) through the annual audit process, including preparing and providing requested schedules, documentation, and explanations for various accounts and financial processes.
- Human Resources and Personnel Management: The Interim Business Office Manager plays a critical, hands-on role in managing all aspects of Human Resources for the organization, ensuring compliance, operational efficiency, and positive employee relations.
 - Compensation and Benefits Administration
 - Payroll Management: Oversee the complete payroll process in ADP, including ensuring accurate and timely payment of all employees, managing tax withholdings, deductions, and processing direct deposits. Work with ADP and the DFO on year-end activities (W-2 preparation, 1099 reporting), special reporting requirements, and resolving any technical or processing issues that may arise.
 - Benefit Coordination: Manage comprehensive employee health and retirement benefits programs. Coordinate with benefit brokers, processing enrollments and changes, and acting as a primary point of contact for employee inquiries regarding coverage. Prepare calculations and transfers for employer contributions to the retirement benefit program.
 - External Agency Communication: Serve as the contact for state agencies, specifically handling inquiries from the Employment Development Department (EDD) regarding unemployment claims, disability, or other state-mandated employment issues.
 - Employee Documentation and Compliance

- Annual Agreements: Assist in the preparation and reconciliation of annual employee employment agreements.
- Personnel File Audits: Conduct regular, meticulous audits of all personnel records to ensure comprehensive compliance with state and federal regulations, as well as specific requirements for independent schools. This includes verifying the completion and validity of background checks (DOJ LiveScan clearance), Tuberculosis (TB) risk assessments/clearance, and all necessary employment eligibility documentation.
- Mandatory Training: Design, implement, and manage mandatory employee training programs focused on essential compliance topics, including safety protocols, sexual harassment prevention, and mandated child abuse reporting requirements.
- Custodian of Records: Serve officially as the Custodian of Records for the State of California Department of Justice, maintaining the security, integrity, and confidentiality of all mandated employee background and sensitive records.
- Continuous Compliance: Proactively attend ongoing training sessions, seminars, and workshops to maintain expert knowledge of legal issues impacting independent schools and comprehensive understanding of the California Education Code and Labor Code.
- Employee Relations: Work in close collaboration with the organization's external HR Consultant to address, document, and resolve complex employee relations issues, disciplinary matters, and performance management concerns.
- Onboarding, Timekeeping, and Employee Lifecycle
 - New Hire Onboarding: Execute the complete onboarding process for all new employees. This includes processing new hire paperwork, ensuring compliance checks are completed, conducting an initial orientation to HR policies and benefits, and setting up system access (including timekeeping).
 - Time Management System: Oversee and manage the Webclock timekeeping system. Key responsibilities include daily monitoring, correcting timesheet errors, approving electronic records, and accurately recording and tracking all employee sick, vacation, and personal days in the system.
 - Leave Management: Manage and track all forms of employee leave, ensuring compliance with federal and state regulations (e.g., FMLA, CFRA, mandated sick leave).
- Echo Center Support and Administration: The Interim Business Office Manager will play a crucial role in supporting the successful administration and daily functions of the Echo Center program.
 - Financial and Billing Oversight: Execute the critical function of monthly billing for services rendered to participating School Districts. This process is based directly upon detailed records of student attendance and participation, requiring meticulous data



management and accurate invoicing to ensure timely and appropriate payment for the Echo Center program.

- Professional Development and Information Sessions: Actively participate in required training and information sessions to maintain a current understanding of program requirements, best practices, and organizational policies. This continuous engagement ensures compliance and effective program delivery.
- Other duties as assigned by the DFO or Head of School

PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:

- Required Qualifications:
 - Associate's Degree. (Bachelor's Degree preferred.)
 - Minimum of five (5) years of progressively responsible experience in a comparable role.
- Key Competencies:
 - Communication: Excellent written and verbal communication skills, with the ability to interact effectively with diverse stakeholders including parents, faculty/staff, the Board of Trustees, and vendors.
 - Organization and Time Management: Strong organizational skills to successfully manage multiple projects and meet deadlines.
 - Adaptability: Proven ability to adjust and thrive in changing situations.

*Please send a resume, cover letter, and references to: The Business Office at Careers@echohorizon.org. **PLEASE NO PHONE CALLS**

This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment. School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.

Echo Horizon School is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance.