

Montessori



Job Description & Specifications: Business & Operations Director

Department: Administration

Contract Type: Salary (Exempt) / 12 month

Description: The Business & Operations Director is a community leader overseeing the financial and legal stability of the school and the well-being of employees. This individual is knowledgeable about business, accounting and HR matters with a passion for education and a love for nature and animals.

Basic Qualifications:

- Accounting Degree and CPA or equivalent experience
- 5+ years of relevant experience accounting and small business operations
- 2+ years of professional or personal experience relevant to school or child-care
- 2+ years relevant supervisory experience
- Strong organization, task, and deadline management
- Effective written and verbal communication skills
- Able to pass background check
- Comfortable learning new technology

Physical Requirements:

- Must be able to sit at a desk for long period of time
- Must be able to use hands for repetitive tasks, such as writing and typing
- Must be able to lift to 50 pounds occasionally and 20 pounds frequently
- Must have ability navigate uneven outdoor terrain for limited periods of time in various mild to moderate weather conditions
- Must be able to pass TB Test and provide evidence of MMR vaccine, immunity, or exemption

Responsibilities:

Oversee the financial operations of the school, providing ongoing guidance to the Head of School and collaborating with Owner on strategic financial decisions.

- Perform financial planning, including the preparation of the annual budgets and tuition setting.
- Manage the accounting function, ensuring accurate records for the timely preparation of financial reports for internal and external requirements including any federal and state tax return
- Supervise accounts receivable and accounts payable processes
- Monitor outstanding receivable balances and implement collection of past due amounts
- Manage payroll activities, ensuring timely filing of required quarterly and annual reports.
- Supervise selection, implementation, and maintenance of relevant software systems (such as accounting, tuition billing, and payroll)

Oversee the human resource function of the school.

- Manage hiring processes; ensuring timely job postings, candidate tracking, reference checks, employment offers are completed and
- Supervise timely responses to employment related communication including careers@mchkids.com responses.
- Collaborate with the Owner, Head of School and HR Coordinator on the creation, distribution, and collection of annual and new hire Employment Agreements

- Collaborate with Owner on annual benefit plans selection, communicating with broker and managing the employee enrollment process
- Ensure job descriptions and other staff related policy documents are updated as needed
- Review and improve HR processes in compliance with applicable rules and regulations

Support Head of School, Leadership, and Owner in risk mitigation efforts.

- Collaborate with legal counsel to maintain update policies, contacts and documents
- Manage assets databases including technology assets and keys
- Oversee appropriate document retention practices, including periodic review of policies.
- Coordinate with Owner on insurance selection and claims processes for the school
- Support DCYF, OSPI, DoH licensing and oversight requirements as appropriate
- Keep abreast of the legal requirements impacting the school, propose changes if appropriate

Support professional development and growth of all staff.

- Oversee new hire onboarding and training process and exit process for all employees, including performance improvement plan and accommodation documentation
- Assist in feedback, coaching and mentoring processes where appropriate
- Ensure 1:1 staff meetings within the business office
- Plan and execute team meetings, acting as leader in the administrative sociocracy circle

Ensure that individual and collective responsibilities are met.

- Oversee hiring of Business Office staff and participate in hiring of new leadership and administrative staff.
- Participate in process of routinely reviewing Essential Expectations for Business Office staff
- Uphold standards of essential expectations in regular performance of job responsibilities

Collaborate with MCH leadership and administration.

- Attend and participate in Leadership and General Circle meetings, including annual planning retreat
- Attend and participate in Administration meetings
- Participate in In-Service planning and execution with the leadership team
- Supports Montessori accreditation process

Support healthy relationships with families in the school community.

- Ensure enrollment agreements accurately reflect financial and legal obligations
- Serve as a liaison to the Parent Association, including attendance at board meetings
- Represent MCH at community, parent education, and other events, as needed
- Participate in arrival and dismissal traffic control

Other duties as assigned

Training and Certification Expectations:

- First Aid/CPR certification (within 30 days of hire)
- Positive Discipline Certified or MCH approved alternative (within 2 years of hire)
- Other training to stay current legal requirements and best practices related to job responsibilities

All employees of Montessori Children's House are expected to support our mission and vision and strive to represent our Characteristics of Professional Excellence.

MISSION

Nurture AND Nature; developing your child's individual passions and strengths.
Because today's child is tomorrow's future.