

Job Title:	Business Manager & Program Coordinator
Post Date:	5/1/2021
Apply by:	Until filled
Job Code:	FIP011 (Budget Analyst 2)
Location:	504 Twin Towers West, 205 Jesse Hill Jr. Dr. SE, Atlanta, Georgia 30334
Program/Unit:	State Charter Schools Commission of Georgia
Description of Duties:	<p>Under the supervision of the Chief Operations Officer, the Business Manager & Program coordinator performs complex duties in the areas of budget, finance, operations research, project management, or consultation for the commission. Primary duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Serving as financial support for the Commission, including the analysis and maintenance of the Commission's budgeting and expenditure controls; • Coordinating with the Chief Operations Officer and Financial Analyst to review monthly budget reports; • Executing SCSC accounting operations, including procurement, purchasing, and vendor management through proficiently navigating PeopleSoft; • Working with the legal team to ensure contractual compliance, including amendment approvals and immigration requirements; • Executing agency purchasing card expenditures and reconciliations per GaDOE and SAO P-card financial guidelines; • Processing agency reimbursements per the State of Georgia's travel policies; • Tracking agency expenditures and reimbursements through weekly updates to SCSC contract tracking processes and PeopleSoft reconciliations; • Conducting Purchase Order closeouts semi-annually; • Verifying transactions and invoices in accordance with all policies and procedures; and • Serving as the GaDOE and SAO liaison to provide updates to SCSC staff on accounting updates and changes. • Provide general support and management for all financial-related SCSC programs; • Support the SCSC Financial Analyst and related staff in determining annual SCSC Comprehensive Performance Framework (CPF) scores of state charter schools • Perform research and evaluation duties as required; • Analyze state charter school financial data and performance; • Assist with the application and review process for state charter schools as it relates to budget and financial controls; • Assist with the pre-opening process for state charter schools; • Assist with all SCSC monitoring activities to help determine the financial and operational compliance of schools; • Assist with critical support functions, including high-risk reviews; and • Other duties as assigned.
Minimum Qualifications:	<ul style="list-style-type: none"> • Must have strong interpersonal communication skills, problem solving/decision making skills, and skill in using standard computer software applications. • Must be self-directed and self-motivated with a strong work ethic. • Bachelor's degree in public administration, business administration, accounting, finance or related field from an accredited college or university OR Associate's degree in public administration, business administration, accounting, finance or related field from an accredited college or university AND Two years of fiscal analysis experience OR Four years of fiscal analysis experience.
Preferred Qualifications:	<p>Preference will be given to applicants who, in addition to meeting the minimum qualifications, have experience in the following:</p> <ul style="list-style-type: none"> • Demonstrated working knowledge of Excel • Prior business manager experience in a government agency; • Knowledge of PeopleSoft/Team Works asset management module; and • Experience working with the Generally Accepted Accounting Principles (GAAP) as established by the Governmental Accounting Standards Board (GASB).
Salary:	Pay Grade J—Annual salary range \$32,970.99 (minimum) to \$57,699.23 (maximum).

Hiring salary is commensurate with current employment, relevant education/training and work experience, and available funding. Benefit options include life, disability, dental and health insurance, annual/sick leave, and Employees' Retirement or Teachers' Retirement

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received by this office, we are unable to provide information on your application status.

It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.

In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, the Department of Education employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Department of Education are required to verify identity and employment eligibility and must agree to undergo drug screening and a criminal background investigation.

Application Materials:

Please submit a resume or curriculum vitae, a cover letter explaining your interest, and contact information for three professional references to Erica Acha-Morfaw at erica.achamorfaw@scsc.georgia.gov. Interviews will be held on a rolling basis.