**Fit Kids, Inc.**

**Champion Schools**

**Job Description – On Site Business Manager**

**Job Summary:**

The On Site Business Manager fills a vital role in the organization by ensuring the smooth and consistent operation of the business office, purchasing process, and bookkeeping functions. The On Site Business Manager is an integral part of the organization’s processes that provide for the accurate and timely recording and reporting of financial information to key members of the management team. Many of the On Site Business Manager’s duties and responsibilities may be unique to the organization, and will vary from time to time based on the organization’s needs. This position reports directly to the CEO and will work directly with outside accountants and financial consultants retained by the organization in furtherance of the organization’s financial objectives.

**Key Job Responsibilities and Tasks:**

1. Receive, open and organize all incoming mail
2. Review all incoming and outgoing invoices and
3. Set up and maintain vendor files
4. Communicate with vendors to support ordering and receipt of goods
5. Generation of Purchase Orders as needed
6. Organize the school’s requisition, receiving, and accounts payable processes
7. Entry of invoices and processing of checks in accounting system
8. Review of reimbursements and purchasing requests and organize those for CEO approval
9. Work with school accountant to maintain integrity of accounting system data
10. Work with school accountant to maintain general ledger
11. Reconcile bank and credit accounts
12. Prepare monthly and year-end financial reports as needed
13. Prepare expenditure and budget reports as needed
14. Work with school accountant to maintain Accounts Receivable
15. Review and organize all timesheets and prepare in payroll system for CEO approval
16. Process journal entries related to payroll expenses and related liabilities
17. Review, manage and report on cash flows
18. Work with school accountant on cash flow projections
19. Work with school accountant to develop annual and program budgets
20. Maintain budget controls within accounting system
21. Maintain fund accountability in general ledger for all revenue sources received by the school

**Qualifications:**

* Minimum of two (2) years of experience in Bookkeeping (Required)
* Minimum of one (1) year experience in Accounts Payable (Required)
* Bachelors degree in Accountancy preferred by not required
* Understanding of the basic elements of financial reports; Balance Sheet, Profit & Loss, and Statement of Cash Flows
* Basic understanding of Generally Accepted Accounting Principles (GAAP) as it relates to recognition of revenues and expenses

**Skills and Aptitudes:**

* Strong organization skills
* Resourcefulness
* Self-directed
* Competence with general ledger software
* Experience with QuickBooks Online a plus
* High competency with Microsoft Excel