



**Job Title:** Office Manager, HR & Finance  
**FLSA Status:** Exempt  
**Job Level:** Individual Contributor  
**Job Code:** TBD

**SUMMARY:** The Office Manager, HR & Finance is responsible for Financial, Human Resources and Compliance related responsibilities for a school and serves as a liaison between the school and the K12 Corporate office for those functions. Provides both direct and indirect services to support in the areas of hiring, employee file development and management, background check processing and tracking, certification tracking, and benefits coordination

**ESSENTIAL FUNCTIONS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

*Finance Duties*

- Interacts with Finance Manager and Head of School regularly to ensure the school's financial processes are accurate, transparent, and compliant;
- Manages and processes payroll for board employees of Cyber Academy of SC;
- Implements and ensures compliance with Board of Directors, District, and K12 reporting and school finance policies, internal controls and business processes;
- Assists in school audits and tax filings;
- Ensures proper handling of financial transactions and approves transactions within designated budget limits and signer authority requirements;
- Reviews, researches, investigates, corrects and reports errors and inconsistencies in invoices, contracts, financial entries, documents, and reports;
- Ensures and monitors compliance with generally accepted accounting principles, state, district and company procedures (including staffing analyses and annual cost reports);
- Supports and coordinates annual school insurance requirements and processes;
- Ensures timely and accurate submissions for state and federal funding determinations, audits responses, and interim financial reports;
- Supports Student ISP Reimbursements;
- Develops and maintains school finance compliance calendars, checklists and reporting requirements and submits reports;
- Participates in month-end close process and monthly schedules; supports development of annual budgets and budget vs. actuals analysis; researches and prepares variance analysis and explanations;
- Collaborates with finance and accounting teams and school staff to gather, summarize and analyze data;
- Assists with audits, including Sarbanes-Oxley (SOX) audit work, as needed to ensure state, district, and corporate compliance;
- Accounts receivable and payable: receives, organizes, tracks, codes, prepares and enters receipts, invoices expense reports and reimbursements for/into school accounting business processes and systems; Collaborates with K12 Finance/Accounting on coding and mails vendor checks after completing the processing steps;
- Handles the expense report reimbursement, coding and the check distribution process;
- Generates, tracks, maintains, and reconciles purchase orders/requisitions;
- Prints and mails checks; coordinates invoice check-signing with school management and boards of directors;
- Supports collections processes and analyses;
- Coordinates administration of bank accounts.

*Compliance & HR Functions*

- Works with Finance Manager and Head of School on Staffing rosters and associated teacher/other ratios;
- Maintains and ensures accuracy of employee information in the District/CASC and K12 Systems.
- Maintains all personnel files including but not limited to full-time and part-time staff, board members, related service providers, temporary workers, and other contractors;
- Serves as point of contact & liaison with the school district as it relates to, but is not limited to, certification,

- benefits, open enrollment, HR district system reporting and error correction;
- Coordinates the onboarding of all new hires which includes, but is not limited to, the processing of new hire paperwork and collecting TB test results;
- Ensures all HR physical documents are maintained at the CASC office, and that appropriate security protocols are maintained for HR / employee file storage;
- Collects, maintains, submits and ensures data integrity as it relates to monthly and annual district reporting;
- Assists in initiating LOA/FMLA leave and tracks leaves and coordinates with Finance business partner;
- Process changes and terminations to benefits in the HRIS system; communicating all new hires and terminations to the outside vendor,
- Assists in coordinating and planning benefit renewals, open enrollment and new hire enrollment into the Information Systems.
- Serves as point of contact for board employees related to HR, payroll and benefits.
- Maintains data and reporting related to staff enrollment in state retirement programs.

**Supervisory Responsibilities:** This position has no formal supervisory responsibilities.

**MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's degree in related field AND
- One (1) year of relevant experience OR
- Equivalent combination of education and experience

**Certificates and Licenses:** None required.

**OTHER REQUIRED QUALIFICATIONS:**

- Intermediate/advanced Excel experience (pivot tables, v-lookups, sumifs);
- Comfortable with ad hoc reporting using disparate data sets and sources that feed complex financial systems, models and business processes;
- Experience as bridge between Field Finance/Accounting teams and Corporate Finance & Accounting – and being liaison for business process and data;
- Experience working with Field Teams that may not have comfort level with Finance/Accounting;
- Ability to work evenings/weekends.
- Ability to pass required background check

**DESIRED QUALIFICATIONS:**

- Education experience, including South Carolina Department of Education (DoE) school funding, accounting, systems and business processes;
- Federal, State and Local grant accounting, including Title funding;
- Accounting system experience;
- Payroll processing experience

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is an office-based position. The noise level in the office is usually moderate (computers, printers, light foot traffic).

**The above job is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor. All employment is "at-will" as governed by the law of the state where the employee works. It is further understood that the "at-will" nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.**