



**An Invitation to Apply for the Position of
Business and Operations Manager**
Girls Prep East Harlem Charter School
New York, NY

Search Summary

Girls Prep Lower East Side is New York City's first public all-girls elementary school. Based on Girls Prep's success to date, and the growing demand for single-sex educational options for urban students, we are poised to open a second campus. Girls Prep East Harlem will open in the fall of 2009. The school will replicate the highly successful model of the first Girls Prep on the Lower East Side.

Girls Prep East Harlem will open with approximately 150 students in kindergarten and first grade and grow one grade each year until reaching capacity as a K-4th grade school. Our school environment will be small and supportive to ensure a strong school community and the pursuit of academic excellence.

The Business and Operations Manager will be expected to:

- Work closely with the VP of Finance and Operations to ensure sound fiscal management of the school.
- Conduct all bookkeeping, monthly financial reconciliations, and monthly financial statements
- ~~Manage budgets and cash flows for short-term and long-term financial planning~~
- Manage deposits, transfers, financial reimbursement procedures and bill paying
- Manage semi-monthly payroll and all relevant fringe benefits
- Manage ~~or coordinates~~ tax reporting to IRS and individuals
- Supervise Administrative Associate
- Act as liaison with custodial, facilities and maintenance related staff
- Manage information technology providers and act as first level of response for technology troubleshooting and implementation
- Manage school website and coordinates staff created content
- Manage purchasing, disbursement and maintenance of school supplies, materials and equipment
- Manages personnel files and ensures that all paperwork is complete for school staff

- Assists in preparing reports for Charter School Institute, State Education Department, and Department of Education and arranging yearly site visits
- Collaborates with Hiring Committee to recruit and interview new staff members

The ideal candidate will have:

- A Bachelor's Degree
- A minimum of three years of work experience
- Strong project management skills
- Proficiency with MS Word, Excel, Outlook, Power Point, Quickbooks, and the Internet. Adobe Illustrator, Photoshop, FTP and Macromedia Suite a plus.
- A commitment to the charter school movement
- Fluency in Spanish preferred

To Apply

Along with a résumé, please include a cover letter stating why you find this opportunity of interest and how your experience is aligned with the Girls Prep mission and model. Send your completed application to:

Jobs@girlsprep.org

To learn more about us, please visit our website at www.girlsprep.org.