



## **Business Manager (1.0 FTE)**

**Status:** full-time salaried, exempt

**Compensation:** \$60,000-65,000, based on experience

**Reports to:** Executive Director and the leadership team

**Location:** Mt. Scott Learning Center, 6148 SE Holgate Blvd., Portland (on major bus lines)

**Start Date:** June 3, 2024

### **POSITION SUMMARY:**

Mt. Scott Learning Center is a unique, community-oriented school that serves high school students who need something beyond the traditional learning environment to find academic success. We are a tight-knit community of teachers, administrators, and students seeking a business manager to support the financial side of our operation, including support functions for marketing/fundraising, human resources, facilities/maintenance, technology, and food service operations.

### **ABOUT US:**

Mt. Scott Learning Center is a nonprofit options high school working to re-engage students who have struggled to succeed in large traditional high schools. We believe our greatest strength is in the relationships we build—between teachers and students, between staff and student families, between colleagues, and among peers. Our student body is a diverse community with unique learning needs and a wide variety of skills and challenges. They are what drives us. We are proud to maintain a graduation rate of over 90%, and one of the lowest dropout rates in the Portland area.

### **WHO YOU ARE:**

- You are detail-oriented and highly organized.
- You can work in a dynamic office environment with frequent interruptions.
- You have a high level of integrity and handle confidential information with care and respect.
- You work well independently and can prioritize tasks with minimal direction.
- You work collaboratively in a team environment with a spirit of service and cooperation.
- You are passionate about using data to help tell the story of the program's successes and opportunities.

### **YOUR RESPONSIBILITIES:**

- Accounts payable and accounts receivable
- Monthly reconciliations
- Budget preparation and tracking
- Cash flow tracking and projection
- Restricted funds management
- Fixed asset recordkeeping

- Monthly budget-to-actual reporting to executive director and board of directors
- Monthly payroll through Quickbooks Assisted Payroll
- Employee benefits management
- Lead annual audit with our CPA firm
- Support employee onboarding processes
- Manage procurement and assist with facility operations

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in accounting or finance plus at least 3 years' experience in nonprofit accounting, or equivalent combination of education and experience
- Familiarity with GAAP
- Strong computer literacy, including the use of G suite and Microsoft Excel
- Must successfully pass Oregon Department of Education background check

**PREFERRED QUALIFICATIONS:**

- Experience with the Synergy database, Bill.com, and Quickbooks
- Experience with fund accounting
- Experience with federal, state, and government agency contracts and grants

**BENEFITS:**

- \$60,000-65,000/year starting salary
- Employer-paid health and dental insurance through Kaiser Permanente
- Employer-paid long-term disability insurance
- 401(k) plan with 2% employer match
- Two weeks' paid time-off, paid school holidays, and flexible schedule during school breaks

**TO APPLY:**

Please send a **cover letter and résumé** to [info@mtscott.org](mailto:info@mtscott.org) with "Business Manager" in the subject line. Application materials are due immediately and will be reviewed on submission. This position will be open until filled. **Please do not contact the school or any staff member directly.**

For more information about Mt. Scott Learning Center, please see our website at <http://mtscott.org>.

*Mt. Scott is an equal opportunity employer and does not discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, or any other legally protected status in accordance with the requirements of local, state and federal law.*