

# Springfield Ball Charter School



## NOTICE OF VACANCY

**TITLE OF VACANCY:** Business Manager **DATE:** 01/13/25

**LOCATION OF POSITION:** 2530 East Ash Street, Springfield, IL 62703

**START DATE:** February 1, 2025 **HOURS PER DAY:** 8/ 250 days

**WHO MAY APPLY:** Any person meeting the basic requirements listed below for this position.

### **REQUIREMENTS/QUALIFICATIONS:**

1. General Administrative with a valid Illinois Professional Educator's License with a Chief School Business Official endorsement preferred
2. Minimum Bachelor's Degree in Business administration, Finance, or Accounting. Master's preferred.
3. Minimum of three years business experience in a school district or similar education organization, governmental agency or private sector preferred.
4. Expertise in governmental accounting standards and reporting
5. Additional education, training and/or work experience in these areas is considered a plus

### **SPECIFIC RESPONSIBILITIES**

1. Prepare all financial reports for approval and submission in an accurate and timely manner
2. Manage all school financial policies, procedures, and activities ensuring compliance with pertinent laws and regulations
3. Conduct an annual review and audit of educational products and subscriptions
4. Organize and prepare the annual budgets in consultation with the finance committee and school administration
5. Maintain an up-to-date inventory of facilities, equipment with identification numbers, locations, date of purchase and purchase order number
6. Prepare and present financial reports and agenda items to the SBCS School Board
7. Prepare and present monthly financial reports to SBCS finance committee
8. Responsible for the operation of the Department of Business Services, including but not limited to accounting, payroll, purchasing, food services, transportation, risk management, and employee benefits
9. Coordinate all insurance coverage for Ball Charter with the District and our third party provider and lead risk management procedures and processes
10. Oversee purchasing activities including obtaining quotes, and the placement of orders for supplies, equipment and services
11. Submit reports to Teachers Retirement System (TRS) monthly and complete annual reports
12. Ability to work with Principal on human resource functions such as posting of job openings, salary assessments, job descriptions, collective bargaining and maintenance of personnel files
13. Responsible for contracting and coordinating internal and external audits including federal and state grants
14. Obtain appropriate levels of insurance coverages for general liability and property
15. Maintain school personnel and financial policies working with the Governance committee to update as needed
16. Participate in District 186 committees
17. Meet with school administration weekly
18. Ability and willingness to follow directions given and to perform assigned duties in accordance with applicable guidelines, policies and procedures
19. Other duties as assigned

**APPLICATION DEADLINE:** January 24, 2025

**APPOINTMENT DATE:** February 1, 2025

**SALARY:** Commensurate with experience

**SELECTION PROCEDURE:** Application, Interview, Selection

**BENEFITS:** Personal and Sick Leave – Medical Insurance – Life Insurance – Vacation Days- 403b Retirement

Please email request for application materials to:

[cdalton@sps186.org](mailto:cdalton@sps186.org)

And mail materials to:

Hewitt Gage, Principal  
Springfield Ball Charter School  
2530 East Ash Street  
Springfield, IL 62703  
Telephone: 217-525-3275

**BALL CHARTER SCHOOL IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**