

JOB DESCRIPTION

JOB TITLE

District HR/Business Manager

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director

Collaborates with: Directors, all district-level staff, and all program-specific staff

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

District-wide position supporting both Online Learning Program and Seat-Based Program

JOB SUMMARY/PURPOSE

The District HR/Business Manager serves as the chief financial officer and human resources leader for Crosslake Community Schools, overseeing strategic fiscal operations, personnel leadership, and compliance oversight across both our seat-based PreK-8 and online K-12 programs. This position focuses on high-level financial stewardship, HR strategy, and organizational leadership while collaborating with Administrative Assistants and Student Data Coordinator who handle operational implementation of payroll, routine compliance, and policy documentation.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

For Students:

- Supporting students to feel appreciated, understood, cared for, and included through effective resource allocation and staff support systems
- Providing relevant, engaging learning opportunities aligned with student interests through strategic budget management and staffing decisions

For Staff & Community:

- Fostering a collaborative, supportive work environment through comprehensive HR policies, competitive benefits, and professional development support
- Supporting the overall operations and systems of the school through efficient financial management and transparent business practices

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Management and Fiscal Leadership

- Lead comprehensive budget development, monitoring, and management for both programs in collaboration with Executive Director
- Manage accounts payable/receivable, deposits, banking, and cash flow for district operations
- Oversee purchasing and purchase order management systems across both programs
- Review requisitions and invoices ensuring compliance with district policies and procedures
- Serve as Finance Committee member working closely with Board Treasurer
- Work in full partnership with Creative Planning for external financial services and compliance

Human Resources Leadership

- Lead district-wide HR strategy including recruitment, hiring, onboarding, and retention across both programs
- Manage and assist Directors with job postings, interviews, and selection processes for all positions

- Oversee new hire onboarding including application packets, agreements, background checks, and benefits enrollment
- Manage employee lifecycle from recruitment through separation including documentation and compliance
- Coordinate with Directors on employee performance management, discipline actions, and improvement plans

Payroll and Benefits Administration

- Oversee payroll processing coordination with Administrative Assistant I - Front Office Operations who manages day-to-day payroll operations
- Serve as escalation point for complex payroll issues and resolutions requiring HR expertise
- Manage employee agreements for review and approval by Executive Director and Directors
- Coordinate insurance and benefits negotiations and administration
- Manage FMLA, workers' compensation, and licensing compliance for all district employees
- Oversee benefits enrollment, changes, and employee benefits communications

Compliance and Reporting

- Manage state reporting and grant applications including Title I, II, IV, ESSER, transportation reports, and lease aid
- Oversee CRDC reporting and other federal compliance requirements
- Assist in development of Annual Report/World's Best Workforce reports
- Ensure compliance with employment law, financial regulations, and educational requirements
- Coordinate with Student Data and Enrollment Coordinator who manages routine compliance reporting and data submissions
- Provide oversight and review of compliance materials prepared by Student Data Coordinator

Policy Development and Implementation

- Collaborate with Executive Director on strategic policy development and review
- Work with Administrative Assistant IV - Executive and District Operations who manages policy handbook development, updates, and maintenance

- Provide HR and financial expertise for policy content while Administrative Assistant IV handles document management and Board coordination
- Ensure policy adherence and consistent implementation district-wide
- Coordinate with District IT Manager on HR and financial technology systems and security

Strategic Collaboration and Support

- Participate in District Cabinet meetings and contribute to strategic planning and decision-making
- Collaborate with Assessment & Curriculum Coordinator on professional development budgeting and planning
- Work with Special Education Coordinator on special education staffing and budget compliance
- Support Directors with program-specific HR and budget needs while maintaining district-wide consistency
- Coordinate with Administrative Assistant I on payroll operations and front office financial procedures
- Partner with Administrative Assistant IV on policy implementation and Board governance support

Professional Development and Staff Support

- Coordinate professional development opportunities and budget allocation across both programs
- Support Directors in staff evaluation processes and performance management
- Facilitate new employee orientation and ongoing professional development programs
- Collaborate with all district staff on HR policy implementation and support

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Treating all employees with dignity and fairness while ensuring equitable HR practices and transparent financial management

Excellence: Maintaining the highest standards of financial stewardship, HR compliance, and organizational efficiency

Learning: Staying current with HR best practices, financial regulations, and educational funding while supporting staff professional growth

Integrity: Ensuring ethical business practices, confidential HR management, and transparent financial reporting

Community: Building trust through responsible resource management and creating supportive work environments that strengthen school-community relationships

REQUIRED QUALIFICATIONS

Education and Experience

- Bachelor's degree in Accounting, Business Management, Human Resources, or related field required
- Minimum 5 years of experience in HR and/or financial management, preferably in educational settings
- Demonstrated experience with budget development, financial management, and compliance reporting
- Experience with employee relations, recruitment, and HR policy implementation

Financial and HR Expertise

- Strong knowledge of accounting principles, budget management, and financial reporting
- Experience with payroll administration and benefits management
- Understanding of employment law, HR compliance, and educational regulations
- Knowledge of grant management and state/federal reporting requirements
- Experience with purchasing, procurement, and vendor management

Technical Skills

- Advanced proficiency with Google Workspace, Microsoft Office, and financial software systems
- Experience with student information systems (JMC preferred) and HR management systems
- Ability to learn and adapt to various educational reporting software and databases
- Strong analytical skills and attention to detail in financial and data management

Leadership and Communication

- Excellent written and verbal communication skills with ability to work with diverse stakeholders
- Strong organizational and project management abilities
- Collaborative leadership style with ability to support Directors and staff effectively
- Customer service orientation with patience and empathy for employee needs

Personal Attributes

- Commitment to environmental education and community impact
- High level of confidentiality and discretion in handling sensitive information
- Proactive problem-solving approach and adaptability in dynamic educational environment
- Strong ethical foundation and commitment to transparency and accountability

PREFERRED QUALIFICATIONS

- Master's degree in Business Administration, Human Resources, or related field
- Experience in charter school or educational cooperative environments
- Professional HR certification (PHR, SHRM-CP, etc.)
- Experience with educational funding formulas and state education finance
- Knowledge of collective bargaining and labor relations
- Experience with environmental education or sustainability initiatives

WORKING CONDITIONS

- Office-based position with regular interaction with staff, vendors, and external partners
- Standard business hours with flexibility for Board meetings, budget deadlines, and urgent financial matters
- Regular coordination with Executive Director, Directors, and all district-level staff
- Occasional travel for professional development, banking, and compliance meetings
- Extended computer use for financial management, HR systems, and reporting

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. Crosslake Community School is an equal opportunity employer committed to building an inclusive community of educators and staff.

TERMS OF EMPLOYMENT

Employment Agreement: 12-month position (185 school calendar days + 120 summer hours)

Schedule: 8 hours per day; general business hours are 7:30 a.m. to 4:00 p.m. with flexibility as needed for financial deadlines and HR needs

Position Type: Hybrid with regular on-site presence required

Technology Requirements: Must maintain and regularly update Google Calendar as the school uses Google Workspace

Meeting Requirements: Must attend weekly District Cabinet meetings and coordinate with Directors and Administrative Assistants for scheduling

Coverage Requirements: Must establish clear protocols for financial and HR coverage during any planned absences

Salary Range: \$_____ annually, depending on qualifications and experience

Benefits: Comprehensive benefits package including health insurance, retirement, and paid time off

If interested, please send a resume and letter of interest to hire@crosslakekids.org.

Board Approved Date: _____