



35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

Crosslake Community Schools Job Description

Position: Human Resources/Business Manager

Location: Crosslake Community School/Virtual

FTE/ Hour Allotment: 1.0 FTE

Immediate Supervisor: Executive Director

Position Summary:

The Human Resources/Business Manager will lead and guide the overall operation of the schools from an HR and financial perspective, giving direction and supervision to the designated staff, developing and implementing school district policies, and carrying out the directives of the CCS Executive Director and School Board.

Essential Duties and Responsibilities:

- Work in full cooperation and partnership with outsourced Financial Management Company
- Payroll processing
- Responsible for payroll issues and resolutions
- Manage employee agreements for review and approval by school leadership
- Full knowledge of payroll portal to assist employees with all questions regarding payroll
- Accounts payable/receivable/deposit/banking
- School budget monitoring, management and revisions
- Purchasing and purchase order management
- Review of requisitions and invoices
- Finance committee chair working closely with school board treasurer
- Insurance and benefits negotiations
- Manage and assist directors with postings and interview of new positions
- New hire onboarding: application packets, agreements, background checks, benefits, benefit issues and resolutions, PTO
- Manage FMLA, worker's comp, licensing compliance
- Manage employees in collaboration with school administration and the school board as needed: discipline actions, work plans, improvement plans, document and track employee actions
- Processing and maintaining all employee information and records. Enter and maintain personnel information for all employees including personal documents, benefits, attendance records.
- Follow through with staff policy adherence
- Manage various state/federal reporting: STAR report, transportation report, lease aid application, farm to school grants
- Assist in the development of the Annual Report/WBWF and other reports as requested
- Assist in the required updates of Employee handbook and required updates (along with executive assistant)
- Assist in the required updates of Student/Staff/Crisis handbooks (along with executive assistant)
- MDE and AERIE reporting (along with executive assistant)
- Other duties as assigned.

Qualifications:

- Bachelor's Degree: Accounting, Business Management, Human Resources or similar field
- AA Degree in related field with experience considered
- Strong organizational skills
- Requires excellent attention to detail and people skills



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- Payroll and/or Accounting experience
- Human Resources certification and/or experience
- Strong command of computer skills and applications: Google Suite, Microsoft Office, Adobe, etc. Ability to learn JMC Student Software and various school reporting software

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1- 33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit		X		
Use hands		X		
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		

Required to Lift:	Never 0% of time	Occasionally 1- 33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs	X			



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Up to 100 lbs	X			
More than 100 lbs	X			

Salary Range:

Manager level – starting at \$50,000-\$60,000, salaried

Benefits Package:

Benefits package will be available at interview for review.

Work Schedule and Agreement:

- Agreement - 12-month 1.0 FTE, year round
- Hours during the day should include, but are not limited to being available during typical school day time per day: 8; general business hours are 7:30 a.m. to 3:30 p.m.
- School Days and Teacher Professional Development Days plus scheduled days in collaboration with Executive Director

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Board Approved: