



Crosslake Community Schools Job Description

Position:

Human Resources/Business Manager

Location:

Crosslake Community School,
Crosslake, Minnesota

Immediate Supervisor:

Director of Seat Based Learning and Director of Online Learning

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 Directors and School Board.

Essential Duties and Responsibilities:

- Work in full cooperation and partnership with Dieci School Finance
- 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 member 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 state reporting and grant application: Title I, II, IV, ESSER, online reporting, transportation report, lease aid, CRDC, PEBT if applicable (pandemic electronic benefit transfer)
- Assist in the development of the Annual Report/WBWF and other reports as requested

- Manage policy handbook and required updates (along with administrative assistant)
- Manage Student/Staff/Crisis handbooks (along with administrative assistant)
- MDE and Epicenter reporting supervision (along with administrative 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
- 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 softwares

Salary or Hourly Range:

Manager/Coordinator level - \$50,000-\$60,000 range, salaried

Administrative Staff (.5 FTE or above)

- Employee only Medical insurance premium paid by CCS (up to \$520 per month).
- Employee only Dental insurance premium paid by CCS (family coverage additional)
- Term Life and Long-Term and Short-Term Disability coverage.
- TRA and PERA matching funds.
- 13 days of Paid Time Off per year.
- No PTO carry over.
- 5 days of bereavement for spouse, child, parent, in-laws or siblings to be adjusted based on the FTE of the employee.
- Any employee leaving early will have a pro-rated PTO. If they have exceeded the amount, they would have earned, it will be deducted from their final paycheck.
- Pre-tax option for purchase of optional health insurance by the employee. The fee for this service is the responsibility of the employee.
- Optional vision insurance premium paid by employee.
- Up to 5 days (40 hours) paid out at the end of the school year to be adjusted based on the FTE of the employee (paid at \$12.50 per hour)

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 4 p.m.
- School Days and Teacher Professional Development Days plus scheduled days in collaboration with both Directors

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			
Up to 100 lbs	X			
More than 100 lbs	X			

Revised:
2/9/2022