

	Job Title:	FP&A Manager
	Alternate Job Title:	School Financial Operations Manager
	Job Code:	MEFNFP3
	Career Track:	Management
	FLSA Status:	Exempt
	Job Family:	Finance (FN)
	Job Subfamily:	FP&A (FP)

SUMMARY: The Financial Operations Manager is responsible for managing the financial operations for the non-profit by completing administrative tasks, financial analysis, budgeting and forecasting. This position will be employed directly by the non-profit board South Carolina Learns.

ESSENTIAL FUNCTIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Manages financial operations for the non-profit board SC Learns and the schools it governs, Heron Virtual Academy of South Carolina and Cyber Academy of South Carolina.
- Manages contracting needs for various departments in the organization
- Serve as the point of contact between the schools, K12 Stride, and the Charter Institute at Erskine
- Provides financial recommendations to the executive team
- Collaborates with internal stakeholders, including Procurement, Finance and Legal to facilitate contract approvals and signatures
- Briefs management on budgetary matters
- Lead daily and monthly administrative tasks such as Purchase Order (PO) and vendor invoice management
- Review month-end accruals and prepare GL change requests
- Assist in analysis of month-end performance to budget
- Provide data management and analytical support

Supervisory Responsibilities: This position supervises 1 - 3 Full-time Equivalent (FTE) regular employees and/or contractors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree and three (3) years of professional work experience in project/program management, quantitative analysis, accounting and/or financial analysis OR
- Equivalent combination of education and experience

Certificates and Licenses: None required.

OTHER REQUIRED QUALIFICATIONS:

- Computer Software/Hardware: Microsoft Office (Outlook, Word, strong proficiency in Excel, PowerPoint, Project, Visio, etc.); Web proficiency
- Experience and knowledge in several functions within Finance (Budgeting, Consolidation, Performance Reporting and Financial analysis)
- Ability to manage confidential information with high level of integrity and discretion
- Inquisitive, analytical and detail oriented
- Ability to work independently as well as with a team

- Strong communication skills
- Ability to clear required background check

DESIRED QUALIFICATIONS:

- Advanced Excel and Enterprise Resource Planning (ERP) system experience
- School level business experience

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is a hybrid position

The above job is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor. All employment is “at-will” as governed by the law of the state where the employee works. It is further understood that the “at-will” nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.