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| **Vision** To create limitless opportunities that inspire our students on their personal path to success. | **Mission** The Issaquah Schools Foundation drives resources to help students reach the promise of their potential in partnership with the Issaquah School District. | **Core Values** We put students’ needs first, focusing on the whole childWe create opportunityWe collaborate with our partnersWe seek innovationWe focus on resultsWe respect and build relationships with our donors. |

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| **Job Title**: Issaquah Schools Foundation Business Manager**Reports To**: Executive Director |  |
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| **Position Type:** FTE/40 hours per week **Salary:** $55,000/year DOE**Benefits:** Paid Time off (PTO) and 10 Paid Holidays**Type of Position:** Full- time employment, 40 hours per week. The Issaquah Schools Foundation is a non-profit, 501(c)3 organization. We are year-round and do not follow all School District holidays or schedules. **Who we are and why this role** The mission of the Issaquah Schools Foundation, in partnership with the Issaquah School District, drives resources to help students reach the promise of their potential. We deliver on this mission by raising private support for school-based and community collaborative programs that address the needs of the ‘whole child.’ The Business Manager plays a vital role in overseeing the day to day operations of organization with specific emphasis on accounting and financial management for the Foundation.The ideal candidate is a highly motivated, detail oriented and an exceptional communicator who can work independently and with teams. We are a collaborative environment; and as a member of the team, the Business Manager will report directly to the Executive Director, and work with Board of Trustees’ Finance Committee to create and execute the Foundation’s Strategic Plan including budgeting, cash flow projections, audit, financial statement reporting, payroll as well as other duties and responsibilities as detailed in this job description.**Current Scope**The Issaquah Schools Foundation has 4,000 plus donors and communicates its message to over 14,000 District households, 1,000 District staff, corporate/foundation donors and sponsors, as well as residents of Issaquah, Sammamish, Bellevue, Renton and Newcastle.**Summary:**The Business Manager is responsible for the management of financial accrual record-keeping including payroll, accounts payables, pledges receivables, reporting of financials and the day-to-day business administration of the Issaquah Schools Foundation.**Essential duties include, but are not limited to the following:** Financial Duties and Responsibilities* Payroll – monthly processing; manage PTO/sick leave; quarterly state L&I & Paid Family and Medical Leave reports, onboard employees
* Month End Process and Financial Reports – prepare monthly financial reports for Finance Committee and Board including Balance Sheet, Profit & Loss, and Statement of Cash Flow; meet monthly with Finance Committee Chair
* Accounts Payable – record and pay bills; prepare checks for signing; obtain W9 from new vendors/contractors; prepare data for preparation of 1099s at year-end
* Programs – record Letters of Agreements as payables; manage program invoices/credit memos
* Temporary Restricted Funds (TRF) – Manage TRFs; track, record new funds and release funds when expensed
* Reconciliations – Reconcile monthly bank and investment accounts; business credit card; & Donor Perfect general ledger to bank balance
* Annual Financial Audit – Serve as Foundation point person; provide all requested schedules, documentation, transactions, reports; work closely with audit team during fieldwork and after until Financial Statement issued and 990 filed
* Budget Process – Play an active role in $1.8 million budget process; prepare annual budget worksheets for Committee Chairs and staff; work closely with Executive Director, Treasurer and Finance Committee Chair throughout process; enter final budget in QuickBooks; track budget reallocations as approved
* Nourish Every Mind – Oversee NEM Counting Committee for tallying funds raised at annual luncheon and breakfast
* Organization – Maintain highly organized filing system; invoices/reimbursements, payroll, reconciliations, temporary restricted funds and other financial records
* Grants – Assist Grant Writer with financial data
* Other:
* Finance Committee member
* Attend monthly Foundation Board Meetings
* Annual trip to storage unit to move and destroy documents per Document Retention policy
* Actively participate as a positive member of the Foundation team:
	+ Contribute to “all hands” projects including mailing of annual report, tax donation receipts and Nourish Every Mind mailings
	+ Attend and contribute to staff meetings
	+ Ability to work nights and weekends on occasion as required
* Required Knowledge, Skills and Abilities
* Proficient in Outlook, Word, Excel and QuickBooks
* Computer literate
* Recognize and maintain confidential information
* Keen eye for detail, accuracy and consistency
* Excellent verbal and written communication skills
* Work positively and professionally with a wide range of personalities
* Possess strong interpersonal skills including decision-making and problem-solving abilities
* Ability to work independently with little supervision
* Three years of accounting/bookkeeping experience
* Education
* Bachelor’s degree in finance or accounting preferred; equivalent experience or demonstrated skill in accounting and bookkeeping.

**Please email cover letter and resume to** **hr@isfdn.org** **by June 17, 2019.** |  |
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