### Business Manager – SW Plains Service Center

**Job Contact:** Kim Mauk [kim.mauk@swplains.org](mailto:kim.mauk@swplains.org)

**Job Description:**

The Business Manager works collaboratively with staff members, especially the CEO, to ensure the Service Center clients receive high quality, effective services through engaging, efficient business office practices and interactions.

**General Responsibilities**

1. Comply with all state and federal laws.
2. Oversee and prepare accounts payable and accounts receivable.
3. Prepare and manage budget documents.
4. Track and execute requisitions, purchase orders, and expense reimbursement.
5. Assist the Human Resources / Payroll Specialist.
6. Manage and oversee the fiscal aspect of all federal programs.
7. Prepare and file all employment tax forms.
8. Prepare and file all company related tax forms.
9. Manage company Trademark.
10. Maintain all accounting records and work directly with State and Federal auditors yearly.
11. Report monthly to the Board of Directors regarding company finances.
12. Attend monthly Board of Directors meetings.
13. Other duties as assigned.

**The Business Manager works under a 12 month contract.**

**Qualifications: High School Graduate Required / College Preferred**

* Five years of successful business office experience.
* Knowledge, comprehension and experience in school district accounting-preferred.

**Skills & Abilities**

* Works independently.
* Highly organized.
* Effective communication skills.
* Effective technology use skills.
* Extensive knowledge of accounting principles and practices.

**Salary Description:**

* Salary determined based on experience.
* This is a KPERS eligible position.

**Benefits Description:**

* A benefit package will be offered that will include:
* Company paid health insurance
* Sick leave
* Vacation leave
* Holiday leave
* 403B retirement program with company matching funds
* Company provided technology equipment