

American International School of Nouakchott

JOB DESCRIPTION: Business Manager

OFFICIAL TITLE: AISN Business Manager

SUMMARY DESCRIPTION OF CLASSIFICATION: Under supervision of the Director, the Business Manager is responsible for managing non-instructional activities of the school. Work involves responsibility for all daily office management, business affairs and non-instructional administrative matters in the school. These responsibilities include the following core responsibilities: daily office and financial operations of the school, procurement and supply management, initial admissions procedures, plant maintenance, administration of use of school facilities, plant security and safety, records and reports, planning and coordination of all office and business management functions with the parents, school staff, faculty, and student body as necessary. The Business Manager is responsible for maintaining a continuing review of practices and procedures in the areas of office management, business affairs and non-instructional administrative matters and of recommending revisions as necessary. The Business Manager serves as coordinator for marketing/fund raising activities including but not limited to the Winter Fest or Spring Fest. In addition, there are other responsibilities that the Director and Board of Directors may assign to the Business Manager.

KNOWLEDGE, ABILITIES, AND SKILLS: Considerable knowledge of the principles, practices, and techniques of office and business administration, specifically including office functions, accounting, personnel, and planning with application in some of the following areas: institutional administration, security, purchasing, and plant maintenance. Demonstrated ability to effectively: supervise a staff; administer a program involving coordination of a variety of activities including accounting/financial functions and office administration; analyze and prepare recommendations on a variety of activities; prepare written recommendations and reports as required by the Director and Board of Directors; ability to administer automated business systems; and work with all levels of employees, students, parents, and the general public. Excellent oral and written communications skills in the English and French and/or Arabic languages and human relations skills.

EDUCATION, TRAINING, AND EXPERIENCE: Graduation from an accredited college or university with courses in business administration or a related office management field. Experience in and responsibility for the application of office management and accounting principles and practices and experience in the administration of a program which includes supervision of a staff and coordination of a variety of activities with experience in the application of those principles and practices sufficient to provide the knowledge, abilities, and skills necessary to perform effectively in the position. Familiarity with computer applications, computers and word processors or the ability to rapidly acquire such knowledge is required. Familiarity with a school setting is desirable. Non-college graduates must possess the specific equivalent training and experience stated above and meet all other minimum qualification standards or substitutions where permitted. Applicants who possess the specific coursework, training, and experience listed above will be accepted without graduation from a college or university.

EXAMPLES OF SPECIFIC DUTIES:

1. OFFICE MANAGER

- A.** Prepare and update the school's official bulletin board (in lobby).
- B.** Ensure that there are adequate supplies for the main office and classrooms and maintain an ongoing Inventory for supplies.
- C.** Ensure that all equipment – computers, printers, photocopier, telephones, etc., are working. Arrange for repairmen to come in when necessary.
- D.** Supervise the Janitor's work and deal with their requests for purchases, leave, medical reimbursements, etc.
- E.** Keep staff attendance records, arrange for substitutes, keep records of their hours of work, and keep records of leave request.
- F.** Send out work orders for repairs/maintenance at the School and US- hired staff residences.
- G.** Send, receive, sort and distribute mail.
- H.** Complete correspondence and typing from the Director or Board. Assist staff with notices and memoranda. Prepare purchase orders and other financial correspondence. Assist teachers with Student Progress Reports.
- I.** Maintain student, personnel and administrative files.
- J.** Serve as Liaison with Administrative, Financial and GSO Personnel at US Embassy, and with the community at large
- K.** Make inquiries and book flights for staff members for official travel (US-hired staff only). Inquire about immigration regulations etc. for staff members. Book hotels for staff when traveling on official business.
- L.** Answer telephone to receive messages for staff and students. Answer queries from parents and people interested in the school
- M.** Greet visitors and arrange appointments for the Director. Give out School information sheets/forms for possible new students
- N.** Make calls on behalf of the Director and staff. Keep records of all calls made (personal and official) and charge staff for personal calls made using AISN telephones.
- O.** Serve as School Nurse for treatment of students for minor injuries (cuts, grazes, etc...) and minor illnesses (headaches, sore throats, nose bleeds etc) and contact parents when a child is too ill to stay in School. Keep important medical records and emergency contacts on file, Ensure there are always adequate First-Aid supplies in cabinet.
- P.** Attend all scheduled Board meetings to take minutes of the meeting and submit to the Board Secretary for review.
- Q.** Maintain confidentiality regarding all matters of school business (budgetary concerns contracts, personnel issues, hearsay, etc.)

COMPENSATION: The position of Business Manager is subject to the designated salary and benefits of a local hire contract. The salary will be commensurate with the responsibilities of the position and based upon the educational background and experience of the individual employed.

EXAMPLES OF SPECIFIC DUTIES AS FINANCIAL MANAGER

- A. Manage the everyday transactions of the Business Office
- Banking
 - Purchasing; ordering—issue Purchasing Orders, keep ongoing records of orders
 - Payment of local bills and bills from the U.S.
 - Cash-In-Hand – Replenish as needed and keep logbook updated and accurate
 - Preparation of payroll- Calculate salaries and overtime, make out paychecks or US Dollar amounts, prepare paychecks (and cash where appropriate) for Ouguiya salaries
 - Accounts receivable- keep records current, send out reminders, receive payments and issue official receipts
 - Cashier—Cash checks for Ouguiya, pay bills and make deposits at Embassy Cashier
 - Prepare checks and other related documents for signature.
 - Coordinate with the Director to prepare financial reports as required by the Board of Directors.

EXAMPLES OF SPECIFIC DUTIES AS MARKETING AND ADMISSIONS MANAGER

- A. Involved in promoting the school and playing a key role in improving the school's relations with parents, Embassy, employers, government agencies and the local community. Business manger also has input in income generation and organizing events
- B. Initiate student admission procedures into AISN
- Collect and analyze information of prospective students using established admissions policies, standards, guidelines and criteria, reviewing unusual circumstances with supervisor as appropriate; submit evaluations and recommendations to Director regarding admissibility of applicants.
 - Correspond with prospective students and others seeking information on admissions standards, academic and non-academic programs and student activities.
 - Conduct preliminary on-campus interviews of prospective students and their parents, administer relevant forms and provide required information.
- C. Serve as Winter Fest or Spring Fest Financial Coordinator
- Send out request letters to sponsors for donations
 - Create flyers and distribute
 - Organize all tombola prizes and prepare tombola for the fest
 - Have tickets printed and organize the sale
 - Record keeping of all financial transactions
 - Order all items necessary for the fest
 - Collect and count money before the day of the fest
 - Collect and count money the day of the fest