



Business and Development Specialists  
for Charter Schools

### **Charter School Business Manager– Emeryville (SF Bay Area)**

EdTec Inc. ([www.edtec.com](http://www.edtec.com)) is a growing national company that provides business and operational development assistance to charter schools in a number of states with a focus on California, Tennessee, New York, and most recently Washington. EdTec is headquartered in the San Francisco Bay Area (Emeryville), with offices in Los Angeles and Nashville.

We assist charter schools in ensuring accountability for all financially related aspects of school administration, including full service accounting, payroll, accounts payable, budget development, cash management, and state financial and attendance reporting. EdTec also assists schools in strategic planning, charter development, facilities acquisition, business problem solving, governance, and district negotiations.

While we are a private company, we are motivated by the mission of helping to improve public education through the support of charter schools. Currently we provide services to 160,000 students, many of them in low-income, inner-city areas and/or with high English Language Learner populations. We are seeking a Business Manager who will share our enthusiasm for helping to make a difference in these students' lives. Ideal candidates will have an entrepreneurial approach, be a self-starter, and have comfort with fast-growing organizations.

Our offices are accessible to public transit. We are a dog-friendly, active office.

#### **Responsibilities include:**

- Serve as a point of contact, with the support of Client Managers, for 4-6 charter schools with increasing client-facing responsibilities
- In partnership with the accounting team, prepare monthly financials statements, including YTD income statements, cash flow statements, and variance analysis for clients
- Create monthly presentations to clients' boards, analyzing the key issues in the financial statements and offering recommendations for changes in the school operations
- Complete grant reports, State interim reports, and other compliance-related reports and maintain Charts of Accounts, multi-year budgets, and other financial documentation (i.e., loan applications) for school clients
- Ensure that all school reports and disclosures comply with applicable governmental regulations, professional standards, and organizational policies
- Analyze, model, and solve problems for clients on a wide range of business issues
- Manage the ongoing forecast for clients, and support the annual budget development process
- Build relationships between EdTec and the charter community throughout Northern California
- Maintain current knowledge of relevant financial management procedures and practices
- Develop a functional expertise in one or more areas of school business operations
- Lead special projects including, but not limited to, drafting charter renewals, implementing budget model improvements, and updating charter school manuals

#### **Qualifications:**

- 1-5 years of work experience in a related field (i.e., education or finance)
- Strong communication and analytical skills
- Experience in client services or similar responsibilities internal to company
- Significant experience with Microsoft Excel, financial modeling, and/or forecasting
- Ability to travel to school sites and work non-standard hours to attend board meetings
- Strong commitment to education
- Knowledge of charter schools a major plus

Competitive salary based on experience + performance bonus. Excellent benefits: health, dental, vision, flexplan, 401k.

Please send cover letter and resume to Stephenie Tesoro ([Stephenie@edtec.com](mailto:Stephenie@edtec.com)).  
Subject line: Business Manager – Emeryville

***Please note, resumes without cover letters will not be considered.***

EdTec is an Equal Opportunity Employer