



**Baxter  
Academy**

Baxter Academy invites applications for the following full-time immediate opening:

## **Business Manager**

**Baxter Academy for Technology and Science** is one of Maine's ten public charter schools, designed to bring innovation to the education sector in Maine.

***Our Vision** is for students to: choose work that inspires their imaginations, persevere through setbacks, and innovate with curiosity, conscience, and creativity. We want students to solve real-world problems that matter not only for our school but for the strong future of Maine.*

***Our Mission** states: Inquiry leads learning at Baxter Academy for Technology and Science, a public charter high school free to Maine students. Our project-based STEM curriculum emphasizes real-world problem solving and is paired with a humanities program that connects ideas across disciplines and cultivates strong communication skills. Students design innovative projects through Flex Friday, a unique program requiring initiative, perseverance, and collaboration, as well as reflection on the work and its impact in the community.*

Baxter Academy is seeking a highly organized and detail-oriented **Business Manager** to lead the financial, operational, and administrative functions of the school. The Business Manager will collaborate with the school's leadership team to ensure the smooth and efficient operation of the academy, enabling an optimal learning environment for both students and staff. The successful candidate will have a strong background in financial management, operations, and compliance, along with excellent interpersonal skills and a passion for education.

### **Responsibilities**

- **Financial Management:**
  - Develop and manage the annual budget in collaboration with the school's leadership team, ensuring alignment with the academy's strategic goals and objectives.
  - Monitor and analyze financial performance, providing regular reports and recommendations to the school's administration and Board of Directors.
  - Oversee accounts payable and receivable, payroll, purchasing, and financial recordkeeping.
  - Implement effective financial controls and procedures to safeguard the academy's assets and ensure compliance with regulatory requirements.

- Assumes responsibility for business decisions related to operating budget, purchasing, capital planning, budgeting, and auditing.
- Manage insurance benefits, retirement programs, and subscriptions.
- **Compliance and Reporting:**
  - Ensure compliance with federal, state, and local regulations, as well as charter school requirements.
  - Prepares all financial reports, in an accurate and timely manner, as required by the Department of Education
  - Participate in audits and reviews to ensure financial and operational integrity.
  - Track all Title I, II, IV funding reporting in collaboration with the leadership team.
- **Strategic Planning and Collaboration:**
  - Contribute to the development and execution of the academy's strategic plans, aligning financial and operational strategies with educational objectives.
  - Collaborate with the leadership team to identify opportunities for efficiency improvements and cost-saving initiatives.

## **Qualifications**

- Bachelor's degree in Business Administration, Finance, Accounting, or a related field; or equivalent experience. Master's degree preferred.
- A minimum of 5 years of experience in financial management, operations, or a related role, preferably in an educational or non-profit setting.
- Advanced Excel/spreadsheet knowledge
- Advanced financial software knowledge (Quickbooks or Financial Edge)
- Strong knowledge of principles regarding school finance, education budgeting, and accounting practices.
- Proficiency in using financial software, spreadsheets, and data analysis tools.
- Excellent communication skills, both written and verbal.
- Demonstrated leadership and interpersonal abilities.
- Detail-oriented, with strong organizational and problem-solving skills.
- Familiarity with education and charter school regulations is a plus.
- Fingerprint certification through the Maine Department of Education

Annual salary to be determined based on experience. Range \$65-\$75K.

## **Benefit Highlights:**

- Medical Insurances available first of the month following date of hire:

- Health with Prescription Coverage HSA & PPO Options - employee only covered 100%
- Dental - employee only covered 50%
- Vision - available at low cost to employees
- Maine Public Employees Retirement System (MainePERS) in lieu of Social Security[; 403(b) retirement plan
- Up to 12-Weeks of Paid Maternity/Paternity leave for FMLA qualified employees
- Professional Development opportunities
- A collaborative and supportive professional community
- Convenient Portland location with parking provided.

Interested candidates are invited to submit their resume, a cover letter detailing their relevant experience and interest in the position, and contact information for three professional references [here](#). Applications will be reviewed on a rolling basis, and the position will remain open until filled.

If the link does not work, please copy and paste this to your browser

<https://forms.gle/h3MxjzmJRBj9G4XE7>

Baxter Academy is an Equal Opportunity Employer.