

Business Assistant 2021-2022

The Math and Science Academy of Woodbury is seeking a full-time business assistant. This role has bookkeeping and human resources responsibilities. The pay is \$39,000-\$43,000, along with a generous benefit package.

The business assistant is accountable for the financial and human resources document processing at Math and Science Academy and works in partnership with MSA's contracted business management services. Maintain accurate, updated and complete high school finance records required to support budget development, budget management and financial reporting in compliance with District, State and Federal policies and regulations. Approves all department and student activity budget expenditures, including the purchase of equipment, textbooks and supply materials. To work closely with the Executive Director's Assistant on employment records and a variety of school events and activities including, but not necessarily limited to staff committees, graduation, fundraisers, staff events, sub finder system and payroll processing.

Reports to Executive Director

In partnership with contracted business manager service:

1. Manage Accounts Receivable
2. Manage Accounts Payable
3. Payroll
4. Coordinate Substitute Teacher Hiring, Roster, Assignments, and Payment
5. Human Resources Liaison
6. Calculate student fees owed and collect fees, primarily online
7. Manage benefits enrollment for staff
8. Manage disbursement of teachers' individual professional development funds
9. Other miscellaneous school operations

Qualifications:

Required - Bachelor Degree in a finance related field.

Preferred - 2 years' experience in school finance and/or payroll. Experience working in a multicultural learning environment.

The Math and Science Academy (MSA) of Woodbury, MSA has a growing, diverse student body that celebrates each person's ethnicity and culture. MSA is a medium-sized, 6-12 school with over 500 students and we are looking at an enrollment model of a 4% increase per year. We offer equitable small class sizes in an academically challenging yet nurturing community which fosters MSA's [Vision and Mission](#).

MSA has been consistently ranked in the **top three high schools** in the state for the past ten years by U. S. News and World Report and Niche. Furthermore, U.S. News and World Report

just ranked MSA 99th in the nation for the 2021 rankings. For the past five years MSA has had the top ACT Composite average score for all Minnesota schools. Additionally, in 2020, MSA was recognized as the top Middle School in the state by Niche. Last year, 100% of MSA students graduated and for the past five years, 95% of MSA seniors have graduated. Over this same time period, 90-95% of seniors have attended post-secondary institutions. Furthermore, MSA has earned the recognition of a high-quality charter school from the Department of Education each of the past ten years. Please visit the school's website at <https://www.mnmsa.org/> to learn more about our school.

As a public charter school, MSA students experience a tuition free learning environment.

Salary based on education and experience. To apply please go to the [MSA Career page](#).

Questions can be directed to:

Cecelia Dodge, Interim Executive Director
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