Business/Human Resources Manager
Status: Exempt, Full-Time
Calendar: Calendar Year
Reports to: Executive Director

Overall Objectives
Coordinates and manages financial and human resource activities to facilitate the smooth operation and success of the school.

Principal Roles & Responsibilities

Financial
- Prepares vendor invoices for payment and reconciles credit card statements; manages vendor contracts; performs account analyses.
- Prepares student transportation billing, direct withdrawal (ACH) files, and bank deposits; processes credit card payments; tracks payments for all receivable accounts; responds to tax statement requests by parents.
- Works closely with the contract accounting firm by providing proper documentation for all accounts payable and receivable activities.
- Collaborates with the contract accounting firm to prepare budget drafts and monthly financials; supports all financial audit activities.
- Oversees purchasing activities in all funds.
- Coordinates with the insurance representative to obtain and maintain required coverages.
- Prepares monthly enrollment and financial activity updates for the Board Finance Committee and attends monthly Finance Committee meetings.
- Manages the annual Lease Aid application process.

Human Resources
- Develops job descriptions and manages recruitment activities.
- Supports employees with employment paperwork and school wide policies and procedures compliance.
- Supports the Executive Director in HR-related actions.
- Manages benefit plans and enrollment; coordinates with the benefits broker on renewals, plan changes, and annul open enrollment presentation.
- Prepares and process timesheets; tracks employee absences; manages payroll activities and works closely with the contract accounting firm on payroll processing.
- Works with the contract law firm and authorized sponsors to manage non-immigrant work visas, green card processes, and visiting teacher visas; maintains public immigration files in accordance with USCIS standards.
- Processes volunteer background checks.
- Responds to unemployment insurance communication.
- Responds to employment verification requests.
- Assists teachers with Tier 1 and Tier 2 license applications.
- Prepares HR-related updates and attends monthly Board Personnel Committee meetings.

Communication
- Reviews, updates, and publishes Employee Handbook; provides annual all-staff “Employee Handbook” review during pre-service training.
- Reads all school communication and actively participates in team and all staff meetings.
- Brings issues promptly to the attention of the Executive Director and the administration.
Program Compliance
- Recommends and reviews policies and procedures in accordance with state and federal Guidelines.
- Attends employment and school law seminars and all required safety and health training.
- Maintains accurate records and proper documentation.
- Completes bond- and grant-related reporting.
- Completes required federal and state data collection requests; submit required Documents to school authorizer.
- Monitors bank accounts to ensure FDIC compliance.
- Serves as the designated Title IX Coordinator.

Professional Conduct
- Models and encourages all behavior outlined by the Board-approved Professional Conduct policy.
- Maintains a professional image.
- Carries out responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

Education and Experience
- Bachelor’s degree in business, human resources, or a related field required; prior work experience in accounting and/or human resources preferred
- Bi-lingual in Mandarin Chinese and English preferred
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google Suite)

Competencies
- Ability to maintain confidentiality as outlined in data privacy laws.
- Leadership and management skills
- Strong communication skills orally and in writing
- Organized and attention to detail
- Ability to work autonomously and multi-task
- Problem solving, planning, and execution skills
- Reliability; willingness to go above and beyond when necessary to reach goals

Employment Requirements
Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary & Benefits
Competitive, performance-based increases; generous benefits package

Start Date
Immediate Opening
To apply
Send Cover Letter, Resume, and Application for Employment to HR@yinghuaacademy.org

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