



Business and Development Specialists
for Charter Schools

Charter School Business Analyst – Emeryville, California

EdTec Inc. is a private company that provides business and operational development assistance to not-for-profit charter schools in California. 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.

EdTec is a growing, profitable company that currently has a staff of thirty. Our headquarters are in Emeryville, and our Southern California office is in Los Angeles. Ideal candidates will have an entrepreneurial approach, be a self-starter, and have comfort with fast-growing organizations.

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 10,000 students and 70 school sites, many of them in low-income, inner-city areas and/or with high English Language Learner populations. Ideally the Business Analyst will share our enthusiasm for helping to make a difference in these students' lives.

We are looking for business-oriented individuals who excel at working with clients in diverse organizations. The position involves working in partnership with a Client Manager to assist multiple charter school clients with their compliance and fiscal management. As a Business Analyst, you will be supported by our staff of thirty-five business and education experts, including payroll specialists, A/P staff, CPAs, attorneys and MBAs.

This is an excellent opportunity for a motivated self-starter who also likes to work within a team environment. There is no better place to learn about charter school finance, compliance, and operations.

Responsibilities include:

- Manage compliance reporting by ensuring that all school reports and disclosures comply with applicable governmental regulations, professional standards, and organizational policies.
- Prepare budgets, monthly financial statements, including YTD income statements, cash flow statements, and variance analysis (including payroll) for 2-3 school clients.
- Serve as a secondary contact person for 2-3 school clients, supporting the Client Manager.
- Engage in frequent communication with clients, charter school boards, the CDE and other state and government agencies.
- Analyze, model, and solve problems for clients on a wide range of business issues.
- Lead special projects including but not limited to drafting charter renewals, implementing budget model improvements, and updating charter school manuals.

Qualifications:

- 1 to 3 years of work experience, preferably in a related field
- Financial analysis and problem solving skills
- Strong MS Excel skills and financial modeling a plus
- Strong client communication and interpersonal skills
- Thorough, detail-oriented and quality-conscious individual who can balance multiple assignments
- Commitment to education and knowledge of charter schools a major plus
- Ability to travel occasionally and work non-standard hours to attend evening board meetings, etc.

Competitive salary based on experience + performance bonus.

Excellent Benefits (health, dental, vision, flexplan, 401k)

Please send resume with cover letter to Beth Williams at beth@edtec.com.
Subject line: Business Analyst - Emeryville

EdTec Inc. is an Equal Opportunity Employer