

YESHIVA ELEMENTARY SCHOOL

POSITION PROFILE

OPERATIONS MANAGER

Yeshiva Elementary School seeks a full time Operations Manager, who oversees non-educational operations of the school, with primary responsibility for human resource management, financial management, legal compliance (primarily Wisconsin's Private School Choice Programs), building event use, and facilities management. This position reports to the Director of Advancement and Administration.

Primary Responsibilities

Human Resource Management:

- Manages payroll and benefits as well as onboarding of all faculty, including processing contracts;
- Hires (in consultation with Leadership Team) and manages school support staff including school secretaries, a bookkeeper, and facilities personnel.

Financial Management:

- Fiscal management including banking, accounting systems, and preparation of financial statements and audits;
- Tuition and student enrollment;
- Budget preparation and monitoring;
- Coordination of donor and accounting systems;
- Tax filing.

Compliance:

- Wisconsin's Private School Choice Programs (vouchers) compliance and administration;
- Scholarship processing;
- Student enrollment processing;
- Data reporting and tracking of students' attendance and retention;
- School operations and office management systems, processes, and best practices;
- Develop and maintain systems for school enrollment, parental notifications, student emergency records, and immunizations records.

Facilities Management and Building Use:

- On-site management of all facility personnel and vendors;
- Procurement of supplies, materials, equipment, and inventory;
- Technology implementation – E-rate (planning, procurement, and training);
- Develop and maintain policies and procedures for use of the building for events;
- Provide support for school events (including graduation, open house, and banquet).

Qualifications

- Education - Degree in Business, Accounting or Finance preferred;
- Experience working in school operations;
- Experience with staffing processes and general human resource procedures;
- Experience in facilities management;

- Experience in managing service level agreements and contracts for outsourced services;
- Demonstrates ability to manage staff;
- Demonstrates persistence in overcoming and removing obstacles to goal achievements;
- Demonstrates a drive, commitment, and sense of urgency that inspires others to achieve results;
- Implements and monitors relevant work procedures in line with defined standards;
- Proactively approaches others with a view to engage in dialogue and build strong working relationships;
- Strong oral and written communication skills with groups and individuals;
- Requests input from others to work towards a more effective outcome;
- Likes to multitask;
- Demonstrates good judgment, solid problem-solving skills, and self-motivation;
- Excellent organizational skills with the ability to think big;
- Demonstrates ability to set priorities, effectively manages time, and delegates to others;
- Possesses a strong moral compass and emulates the values of the school.

Compensation

- Competitive salary and benefits commensurate with candidate's background and experience.

Application

- Cover letter stating why you are a strong candidate detailing your most significant school operations management success in your previous experience;
- Resume listing your complete educational and professional experience and community service activities.

Interested candidates should email all materials by **August 14, 2024** to OperationsManagerJob@yesmilwaukee.org.

Yeshiva Elementary School was initiated by members of the Orthodox Jewish Community of Milwaukee with the following objectives as their goals:

- *To teach elementary school children Torah and Mitzvos (commandments) in accordance with the ideals and aspirations of Torah as elucidated by the Sages of Israel in order to provide excellence in Orthodox Jewish education which will prepare our children to attend the finest seminaries, Yeshivos and institutions of Jewish higher learning.*
- *To provide our children with a strong foundation in General Studies that demonstrates understanding and excellence and provides a basis for advancement into any college preparatory high school.*
- *To provide an educational institution which will encourage and attract Jewish families to move to Milwaukee.*
- *To foster meaningful Jewish ideals that promote faith and respect in the global community.*
- *To advance values embodied in Judaism that inspire distinguished moral and ethical behavior.*
- *To shape young lives in the observance of Torah, Mitzvos (commandments) and in character refinement as modeled by personalities that were and are Torah champions.*