

POSITION TITLE: Business Services Specialist

SUPERVISOR: Director of Business Services

POSITION SUMMARY

Indigo Education is a nonprofit organization that is driven by service, leadership, and integrity.

As a member of the Indigo Education team, the Business Services Specialist will assist the Director of Business Services in providing oversight and guidance in order to maintain compliance and enhance the special education programs within client schools.

Currently, the majority of Indigo Education's clients are charter schools. Individuals successful in this role are ethical, organized, and exhibit the ability to work independently and within a group structure. Indigo Education seeks candidates who are highly motivated and demonstrate the initiative necessary to improve the educational programming for students with disabilities throughout Minnesota.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of a Business Services Specialist include, but are not limited to, the following:

- Support client schools in the development of Policies and Procedures related to special education finance, thus meeting fiscal compliance standards as stated in UGG:
 - Third Party Billing
 - Personnel (time and effort reporting)
 - Equipment tracking
 - Procurement (Conflict of Interest, Record Retention, Nepotism, Nondiscrimination)
 - Special Transportation
- Data entry within the following systems: SEDRA / SERVS / STAR / MARSS
- Enable districts' ability to meet state / federal reporting requirements by completing tasks within MDE deadlines
- Pull and review financial reports created by the Minnesota Department of Education
- Maintain current knowledge of state / federal statutes and rules by seeking out professional development opportunities
- Participate in quarterly meetings for business managers supporting client schools
- Report errors discovered within financial systems
- Maintain a working knowledge of available grant opportunities / funding sources for districts (ADSIS, CEIS, etc.)
- Execute Third Party Billing as requested by client schools

MINIMUM QUALIFICATIONS

Indigo Education employs Business Services Specialist with the following characteristics and abilities:

- Comprehensive knowledge and use of the following Minnesota data reporting systems: SEDRA, UFARS, SERVS, Third Party Billing, and STAR reporting
- Demonstrate organizational skills for tracking a variety of student data
- Accurately summarize the needs, concerns, and strengths of special education finances when communicating with members of the Indigo Education Team and school administration
- Demonstrate the ability to prioritize and respond to needs across multiple settings
- Exhibit the ability to work both independently and within a group structure
- Resolve conflict with keen problem solving skills
- Appreciate diversity and strive for cultural competency
- Respect Minnesota's school choice options
- Respond quickly to a variety of stakeholder requests
- Work cooperatively and effectively in a multi-disciplinary environment with various staff and related service providers

Business Services Specialist at Indigo Education have the following knowledge and experience:

- Minimum of five years working within the field of special education and school finance
- Excellent verbal and nonverbal communication skills
- Knowledge and understanding of basic accounting principles and state and federal guidelines of special education
- Demonstrate the ability to organize and synthesize verbal and written data

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an Indigo Education employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Business Services Specialist s are expected to manage the following in terms of physical demands and work environment:

- Travel to multiple schools per day and/or week.
- Create a schedule based on the needs of the contracted school.
- Adjust to a wide variety of reasonable workspace accommodations at contracted schools.
- Tolerate fluctuating noise and temperature levels according to the environment.



SERVICE
LEADERSHIP
INTEGRITY

APPLICATION

To apply, send [completed application form](#), cover letter, and resume to hello@indigoed.org. We will accept applications until the position has been filled. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.