



## Business Coordinator

### Mandarin Immersion Elementary and Middle School

**Job Description:** Business coordinator is responsible for a variety of financial , human resources, and administrative duties. Reports to and supports the Executive Director.

*Financial Duties:* Accounts Payable and Receivable; manage purchasing; facilitate vendor relationships; track budgets; manage extended care billing (issue bills, track and process payments, issue annual statements)

*Human Resources:* Orient new employees; set up paperwork; manage benefits; process bimonthly timesheets; work with immigration lawyers; maintain confidential information

*Communication:* Update website; create promotional materials such as PowerPoint Presentations, fliers and letters

*Support Executive Director:* Assist Executive Director with communication as needed; managing schedule; drafting letters

*Other administrative office duties as needed.*

**Qualifications:** Applicants should be extremely organized with great attention to detail. Business Coordinator frequently multi-tasks and must be able to work on several projects simultaneously. Applicants should also be very self motivated and be able to work on projects without much direction. Proficiency in Microsoft Office Suite required, experience with updating websites preferred and ability to adapt and learn new technology and skills essential. Must be able to work in a fast paced, multicultural environment and be able to communicate effectively, courteously and professionally with other school employees, parents and students. Proficiency in Mandarin Chinese preferred, but not required.

**Organization Description:** Yinghua Academy is the first Chinese immersion school in the Midwest – and the first Chinese immersion charter public school in the U.S. The mission of Yinghua Academy is to prepare students to be engaged and productive global citizens by providing a research-based educational program that includes a rigorous academic program, immersion in Chinese language and culture, and a nurturing and supportive school environment.

**Salary:** Salary and benefits package very competitive, including 90% employer paid health and dental insurance, 100% employer paid life insurance, flexible spending accounts.

**Start Date:** August 2010. Interviews will begin Late-July.

**How to apply:** Please email resume and cover letter to Betsy Lueth at [betsy@yinghuaacademy.org](mailto:betsy@yinghuaacademy.org). Call (612) 788-9095 or visit our website for more information.

**Offer of employment contingent on successful completion of background check.**

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