



PRESTANS

Business Operations Manager (Part-Time)

Location: Remote

Employment Type: Part-Time, approximately 20 hours per week, year-round, beginning on September 1st.

Schedule: Monday-Friday, 9:30 AM - 1:30 PM.

Application Deadline: Please send resume and cover letter to seretta@prestans.us by May 1st.

Prestans Online Academy is seeking a highly organized and detail-oriented Business Operations Manager to support the school's key financial and administrative functions. This part-time position (20 hours per week) will focus primarily on bookkeeping and financial record management, along with administrative support for the Director of Enrollment Management and CEO.

Responsibilities include maintaining accurate financial records and reports; managing accounts receivable and billing processes; coordinating payroll; and assisting with accounts payable. The role will also provide administrative support related to enrollment contracts, tuition billing, and other internal operational processes.

This position plays an important role in ensuring that financial records remain accurate and current, tuition and program payments are processed efficiently, and core administrative functions operate smoothly.

Key Responsibilities

Enrollment Contracts & Accounts Receivable

- Support the Director of Enrollment Management with contracts and enrollment communication
- Manage tuition invoices for all credit and non-credit programs
- Proactive follow up with families and partners for overdue payments



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Program Registration & Billing

Oversee registration and billing processes for:

- Summer STEM programs
- Credit and Enrichment Programs
- Supplemental academic courses

Responsibilities include:

- Managing program registration workflows
 - Generating and tracking invoices
 - Communicating with families regarding billing questions and payment reminders
 - Ensuring the timely collection of program tuition
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Bookkeeping Support (QuickBooks)

Support financial record management in QuickBooks Online, including:

- Ensuring tuition and program payments are properly recorded and categorized to the appropriate revenue lines
 - Reconciling incoming payments with student accounts
 - Reviewing and organizing financial documentation for monthly bookkeeping processes
 - Supporting leadership with basic financial tracking by program or revenue stream
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Payroll and Accounts Payable Support

- Track and prepare monthly payroll for 1099 teachers and contractors.
- Maintain payroll registers for W2 staff and teachers
- Serve as liaison with the Accountants' Office
- Maintain organized records and payments
- Communicate year-end tax reporting with all staff and teachers



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Qualifications

Ideal candidates will demonstrate:

- Strong organizational and administrative skills, with the ability to manage financial records and operational tasks efficiently
- Experience with bookkeeping, accounts receivable, and billing processes
- Proficiency with QuickBooks Online or comparable accounting software
- Excellent attention to detail and accuracy in financial documentation
- Clear and professional communication skills, particularly when handling financial information
- Ability to manage multiple responsibilities and meet deadlines in a fast-paced environment
- Demonstrated ability to work independently and manage tasks effectively in a remote setting
- High level of professionalism and discretion in handling confidential information