

## **Job Description**

### **Business Advisor**

The Business Advisor will assist childcare centers in improving all business aspects of operating a childcare center. The applicant will be knowledgeable about business structure and management and be capable of training childcare directors in attaining financial viability.

#### **Specific Duties to be Performed:**

Work under the supervision of the Business Coordinator to provide on-site training and technical assistance to each center. Provide analysis of the center's financial management system. Provide training to directors on various business-related topics. Assist directors with strategies to improve efficiency in the following areas:

- a. Business Plan Development
- b. Cash Flow Analysis
- c. Budgeting
- d. Personnel Management
- e. Tax Liability and Payments
- f. Fee Payment and Collections
- g. Debt Management
- h. Facility Management
- i. Insurance Costs and Coverage
- j. Marketing
- k. USDA Food Guidelines
- l. Child Care Regulations
- m. Policy and Procedures
- n. Cost Projection and Containment

#### **Personal Attributes:**

- Effective interpersonal skills and relationship-building skills.
- Understanding of the organization's goals and objectives.
- Self-motivated and directed.
- Analytical and problem-solving abilities.
- Ability to work in a team-oriented, collaborative environment.

#### **Experience and/or Education Requirements:**

Master's degree in Business Administration, Accounting, Finance or related fields from an accredited college or university and a minimum of two years of work experience in the above mentioned fields.

**or**

Bachelor's degree in Business Administration, Accounting, Finance or related fields from an accredited college or university and a minimum of five years of work experience in the above mentioned fields.

**Please submit cover letter and resume to [acarson@mscei.com](mailto:acarson@mscei.com).**