



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Business Manager

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License with a business manager endorsement issued by the Mississippi Department of Education
2. Baccalaureate degree from an accredited four-year college or university with a major in accounting
3. Evidence of public school district business manager capabilities including, but not limited to, previous public school district assignments
4. Extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for Mississippi public school district
5. Ability to plan, assign, and direct a staff of subordinates
6. Ability to communicate effectively with supervisors, the school board, department heads, city officials, and other school employees and lay persons
7. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

District accounting management including monitoring of personnel allocations and costs, depositing and disbursing of funds, accounting operations for all financial transactions, maintenance of financial records, preparation of periodic and special reports, payroll management, finance department computer operations, employee insurance programs, other financial operations of the school district, and the classified employees who staff the business department, grant proposal writing and administration; budget planning and budgetary policy recommendations; financial planning assistance to cost center managers; long-range planning

REPORTS TO

Superintendent

JOB GOAL

To support and enhance the educational mission of the school district through careful planning (budgeting based on needs and available resources), sound fiscal management (how to get the most and the best from available funds), and effective budget administration (following proper procedures, meeting deadlines, leaving clear audit trails, balancing accounts, etc.)

DUTIES AND RESPONSIBILITIES

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Serve as a resource for and participate in the development of annual and long-range educational plans for the school district
2. Plan and organize cost center accounting system (computer print-outs) for each cost center
3. Plan with classified employees assigned to the department the functions and operations of the department and the individual assignments for each employee

4. Assist the superintendent to plan the annual operational budget; prepares the annual budget as required by law after the budget has been planned
5. Collect and make available tax and other fiscal data needed for district planning purposes
6. Ensure that all funds are received and deposited in an approved depository
7. Maintain various required accounts to comprehend and to account for all funds
8. Implement and maintain the state required accounting program for school districts
9. Prepare and submit for board approval each month current bills to be paid
10. Prepare and submit to the Mississippi Department of Education budget reports and budget information as required
11. Invest surplus or currently unused funds in accordance with Mississippi law; maintains current knowledge of cash flow
12. Efficiently implements computer software programs to accomplish numerous financial management and accounting tasks
13. After Board authorization, releases payment of funds
14. Maintain complex financial records and makes periodic ad specific financial reports
15. Ensure compliances with various local, state, and federal requirements
16. Supervise retirement program records, and services
17. Supervise employee insurance programs, records, and services
18. Supervise payroll operations and employee check disbursement
19. Supervise account reconciliation and other control procedures
20. Supervise employee leave accounts and direct deposit reports for all employees
21. Recommend employment of qualified staff
22. Assign staff to perform specific tasks and responsibilities within the department
23. Ensure that staff members are kept current, through appropriate in-service
24. Provide financial and budgetary data to principals and department heads in a timely manner as a means for developing and maintaining an effective educational program
25. Participate or initiate the formation of financial and budgetary policies intended to strengthen and improve program performances
26. Keep the superintendent abreast of any and all changes relating to school finance
27. Prepare reports and other communications and disseminates those to various appropriate audiences
28. Attend school board and local community meetings as well as school district, regional, and state professional meetings
29. Makes formal and informal reports and presentations to appropriate audiences
30. Adjust departmental processes and/or functions to continually improve productivity
31. Performs other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.