

TITLE: BUSINESS MANAGER

Definition: The Business Manager directly oversees all budgeting, payroll, and accounts payable operations within the district.

QUALIFICATIONS:

1. Bachelor's degree in business administration with emphasis in accounting
2. Five years experience in school finance or related area
3. Strong computer skills
4. Ability to establish and maintain cooperative relationships with students, parents, staff and community
5. Knowledge of governmental accounting procedures and school budgeting procedures preferred
6. Knowledge of school financial reporting preferred
7. Knowledge of real estate, property, and employee insurance practice preferred
8. Organizational skills to complete tasks responsibly

REPORTS TO: The Superintendent of Schools

JOB GOALS:

1. Assist the superintendent in the development, administration, and evaluation of the business services program of the district.
2. Administer the business affairs of the district in such a manner as to provide the best possible educational services with the financial resources available.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Supervises the management of the financial affairs of the schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record, in detail, all money and credit transactions.
4. Supervises accounting operations; including accounts payable, purchasing, accounts receivable, reconciliation of bank statements and fixed assets.
5. Acts as payroll officer for the district.
6. Supervises the collection, safekeeping, and distribution of all funds.
7. Manages the district's real estate and insurance programs, including workers compensation, property and liability insurance, and employee health insurance.
8. Coordinates the district's supporting services through the directors of transportation, technology and the food service management company.
9. Supervises the facility plan.
10. Administers a budget control system for the district.
11. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.

12. Arranges for the internal auditing of school accounts.
13. Interprets the financial concerns of the district to the community.
14. Distributes monthly financial reports to the Board of Education.
15. Performs other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT

1. Twelve-month employee with vacations according to policy.
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation.

ADOPTED: September 7, 1976

REVISED: June 28, 1988

July 14, 1992

June 7, 1994

February 6, 1996

STAFF HANDBOOK; August 2002