

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Assistant Business Manager

QUALIFICATIONS:

- Bachelor's degree in Business/Accounting
- Prefer Master's in Business Administration
- Extensive knowledge base of policies and procedures for Mississippi school district financial functions
- Experience with computerize financial management systems
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Business Manager

SUPERVISES: N/A

JOB GOAL: To assist Business Manager in overseeing the district accounting operations, budget preparation and adoption, district bank accounts, financial reporting, annual district audit, and fixed asset inventory; and in ensuring that the best possible educational services are delivered with the available financial resources

PERFORMANCE RESPONSIBILITIES:

- Serve as accountant for all local, federal and state funds approved by the School Board
- Provide monthly accounting of all income and expenditures
- Prepare all monthly and year-end financial statements
- Supervise the reconciliation of all bank accounts
- Assist in preparing the school budget
- Assist in the projection of revenues and expenditures
- Provide accounting services essential to the preparation, administration, supervision and control of the budget
- Report on the accounting affairs of the District and recommend changes and improvements as necessary
- Cooperate with the auditors and provides information to them as requested
- Provide financial information requested by the State Department of Education
- Prepare and report W-2 information to the Social Security Administration and Mississippi Bureau of Revenue
- Assume responsibility for all tax, accounting, and other financial matters which may affect the District to make sure that the District complies with all known regulations that the financial records are in line with generally accepted accounting standards for government entities
- Act as payroll officer for the District and supervise the management of payroll assuring proper accounting of pay funds, retirement issues, etc.

- Assist in recruiting, recommending, training, supervising and evaluating Finance Department staff
- Act for the Business Manager in his/her absence
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)