

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Business Manager

QUALIFICATIONS:

- Bachelor's degree in Business/Accounting
- Prefer Master's in Business Administration
- Experience in accounting procedures and budget oversight of school or public financial operations
- Experience with computerized financial management systems
- Experience in supervising staff in accounting operations
- Experience in coordinating an internal audit process
- Excellent written and oral communication skills
- Experience in monitoring federal grants and/or special projects
- Ability to develop systems that improve work flow and insure accuracy in reporting
- Good physical condition with the ability to lift 10 pounds

REPORTS TO: Superintendent

SUPERVISES: Finance Department employees

JOB GOAL: To oversee the district accounting operations, budget preparation and adoption, district bank accounts, financial reporting, annual district audit, and fixed asset inventory; and to ensure that the best possible educational services are delivered with the available financial resources

PERFORMANCE RESPONSIBILITIES:

- Supervise and manage the financial affairs of the district reporting to the Superintendent and the Board
- Supervise all accounting operations
- Prepare and process accounting adjustments and reconciliations
- Supervise the collection, safekeeping and distribution of funds
- Administer a budget control system for the District including coordinating, processing, and controlling the transfer of budgeted funds
- Recruit, recommend for hire, train, supervise and evaluate Finance Department staff
- Prepare for and coordinate external financial audits of the District
- Oversee receipt and expenditure of District funds
- Prepare District monthly financial reports and reconcile bank accounts monthly
- Oversee the maintenance of all revenue and appropriation ledgers
- Maintain, analyze and improve internal controls

- Maintain 16th Section Lease activities
- Coordinate, process, and control the transfer of budgeted funds
- Coordinate and prepare the District's fixed asset inventory report required to comply with GASB 34
- Interpret the financial concerns of the District to the board and community
- Manage the cash flow analysis, banking services, and borrowing for the District
- Serve as budget officer for the District
- Comply with applicable district, state, local and federal laws, rules and regulations
- 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)