

BRINKLEY SCHOOL DISTRICT

BUSINESS MANAGER

Reports to: Superintendent

Dept./School: Business Office

Wage/Hour Status: Exempt

Length of Contract: 240

PRIMARY PURPOSE:

Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, maintenance, transportation, food service fixed asset inventory, construction management, annual school elections, budget preparation, bond issues, debt management, investment programs, and energy management.

QUALIFICATIONS:

Education/Certification:

Master's degree in education or a degree in business management or accounting
CPA preferred

Special Knowledge/Skills:

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics

Working knowledge of financial applications and accounting

Strong communication, public relations, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Ability to coordinate district functions

Experience:

Five years experience in school business management or public organization, including at least one year of experience in a supervisory capacity

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

The business manager will be evaluated by the superintendent annually.

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MAJOR RESPONSIBILITIES AND DUTIES:

Fiscal Management

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Ensure that business operations are supportive of the mission, goals, and objectives of the district.
7. Develop long- and short-range objectives and goals for the business operations of the school district.
8. Keep the superintendent informed on all business affairs of the district and recommend changes and improvements which should be made.
9. Establish and monitor internal controls for the purpose of ensuring compliance with legal and regulatory requirements, school board policies, administrative procedures, approved budgets, and for the safeguarding of district assets.
10. Work with district personnel in projecting student enrollments, staffing needs, building and facilities needs, capital equipment needs, and other cost items for district and individual school improvement.
11. Provide for an effective two-way communication with staff, community, media, and Board of Education.
12. Define and evaluate job performance expectations of subordinate staff.
13. Develop training options and/or improvement plans in the development of staff to ensure the best operation of the department.
14. Provide leadership to achieve cost-effective practices throughout the district.

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15. Supervise the compilation of district, campus, and program budgets and cost estimate.
16. Be administratively responsible for directing the property insurance, employee benefit programs, and pupil insurance for the district.
17. Serve as payroll officer, ensuring that payroll, fringe benefits, leave, and retirement programs are efficiently and effectively operated.
18. Serve as school district treasurer for all funds and be administratively responsible for making deposits and investments of all money received by the schools, in the manner prescribed by law.
19. Serve as administrator for all trust funds held by the district.
20. Be administratively responsible for meeting the operational requirements for conducting school elections.
21. Contribute to district-wide school improvement efforts as a member of the management team.
22. Ensure that the employee handbook is compiled, revised annually, distributed, and perceived as useful.
23. Work with human resource department staff for the development and recommendation relative to district salary schedules.
24. Other duties as assigned.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; occasional district and state-wide travel; occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

Date

Supervisor

Date