**TITLE:**

Business Manager

**QUALIFICATIONS:**

1. Comprehensive knowledge of office procedures
2. Advanced secretarial and accounting experience
3. Computer skills to include
4. Software applications with an extensive knowledge of spreadsheets
5. Accounting software
6. Working knowledge of cloud-based applications
7. Ability to utilize the internet for business purposes
8. Ability to multi-task and deal with stress and interruptions
9. Ability to acquire knowledge of Board Policy and State and Federal statutes as they apply to school settings

**REPORTS TO:**

Superintendent

**JOB GOAL:**

**PERFORMANCE RESPONSIBILITIES:**

Secretarial Duties

1. Manages, coordinates and evaluates the central office and secretarial staff
2. Assists the Superintendent in preparation of the monthly Board agenda and is responsible for preparing minutes of all Board meetings
3. Attends Board meetings to take minutes
4. Maintains and stores all district contracts
5. Prepares contracts for all staff and maintains personnel contracts on file

Fiscal Management Duties

1. Develops and administers all budgeting, payroll, purchasing and accounting procedures for all district funds
2. Receives and deposits in bank all money from other buildings all funds
3. Collects taxes and other receipts for general and special funds
4. Reconciles monthly all bank statements for the District
5. Prepares for Board approval reconciliation statements for all accounts
6. Manages all investment, debt retirement and insurance programs
7. Processes bills for Board approval
8. Writes checks and accounts for all activity and lunch funds
9. Prepares monthly financial reports for Board approval
10. Actively participates with Superintendent in budget preparation
11. Prepares necessary financial reports and coordinates audits in accord with state statute and regulations
12. Keeps current information required for state and federal reporting
13. Participates in negotiations with recognized bargaining units and assists the Board in salary related settlements
14. Completes Department of Education forms as required
15. Administers and signs off on fiscal accounting of all grans and grant proposals
16. Files monthly lunch claims and reports
17. Assists the Superintendent with Free/Reduced lunch applications
18. Continuously updates the list of students on Free/Reduced lunches for accurate monthly reporting
19. Maintains “MIPS” (Medicare in Public Schools) files; acts as reporting official and signs all forms to be forwarded to Speech therapist and ESU 10, Special Education Director
20. Files pre-school handicapped expense forms and requests for Special Education Transportation reimbursement
21. Coordinates the District drug testing program for transportation employees
22. Supervises the orientation for all classified personnel or other employees as designated by the Superintendent
23. Acts as the Business Manager for the activities co-op at a stipend determined by the Superintendent
24. All other District-related duties as assigned by supervisor

**TERMS OF EMPLOYMENT:**

This salaried (exempt) position under the provisions of applicable Board Policy; with a compensation package as stated in the *Classified Employee Hiring Schedule* at an annual salary determined by the Board of Education

**EVALUATION:**

The Business Manager is the District’s main fiscal officer and will be evaluated annually by the Superintendent based on job performance and the attainment of annual development goals.