

## **BUSINESS MANAGER / TREASURER**

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**QUALIFICATIONS:**

1. Bachelor's Degree – Accounting or Finance Management Preferred
2. Five (5) years of experience in financial management.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

**FULL/PART-TIME** Full-time

**FLSA:** Exempt under Administrative Exemption

**BOE APPROVAL:** 3/8/2021

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Serves in the capacity as designated by K.S.A 72-1136.
3. Assists the Superintendent with budget preparation.
4. Establishes and supervises a program of accounting adequate to record in detail all financial transactions.
5. Reconciles all financial statements.
6. Supervises all accounting operations.
7. Supervises the collection, safekeeping, and distribution of all funds.
8. Cooperates in managing the district's real estate and insurance programs.
9. Administers a budget control system for the district.
10. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
11. Assists in recruiting, hiring, training, and supervising all clerical, financial, and support staff personnel.
12. Cooperates in arranging for the auditing of school accounts.
13. Cooperates in interpreting the financial concerns of the district to the community.
14. Generates tax-exempt certificates for school and district use, and acquiring project tax-exempt certificates.
15. Serves as payroll clerk and timekeeping administrator which includes processing monthly payroll, payroll taxes and related benefit liabilities.
16. Maintains up-to-date employee records, including but not limited to sick leave, personal leave, vacation leave.
17. Serves as benefits manager and coordinates open enrollment for staff benefits.
18. Works closely with district administrators, Kansas State Department of Education, State of Kansas, and Federal funds to administer funds according to program guidelines.
19. Ability to use technology (hardware and software) with ability to adapt to upgrades.
20. Aids in the preparation and completion of the following Board Clerk Statutory Duties
  - A. Bonds - Attests bonds, prepares statement of indebtedness, and prepares statement of bonds issued by district.
    1. Attested by the clerk. (K.S.A. 10-105)
    2. Furnish to the County Clerk a statement of the indebtedness of the school district, including: (10-1112)

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- a) Bonded indebtedness,
  - b) Temporary notes outstanding,
  - c) Amount of no-fund warrants outstanding and date of maturity, on or before July 5, of each year.
3. The Clerk shall file with the state treasurer a statement of bonds issued by the district. (K.S.A. 10-109)
- B. Cash-Basis Law - Unlawful for clerk/treasurer to knowingly issue, attest, sign or countersign any order, warrant, check or other evidence of indebtedness in payment of any indebtedness of the district created by the Board in excess of the amount of funds actually on hand in the treasury of the District. (K.S.A. 10-1114)
- C. Revenues (K.S.A. 10-1117) - Does school treasury accounting by fund and keeps a record of indebtedness.
1. The Clerk shall keep a record of the amount of money in the treasury and each particular fund.
  2. Keep a record of all indebtedness.
- D. Tax Levy - Certifies the district tax levied to County Clerk of the home county.
- E. Warrants - Prepares and signs warrants of the district.
1. Prepared by the Clerk. (K.S.A. 10-801)
  2. Signed by official of district and by clerk. (K.S.A.10-803)
  3. Keep a record of all warrants and warrant checks issued showing the number, date and amount thereof, on what fund drawn, and the name of the person or party to whom the same are made payable.
21. Ability to work with others or independently without supervision.
22. Acts as a backup for other Central Office positions as needed.
23. Maintains confidentiality of classroom, student, and employee information.
24. Maintains a valid Kansas driver's license.
25. Follows the building dress code while being a good role model for students.
26. Other duties as assigned by the superintendent and Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in Board policy *GCI - Evaluation of All Classified Personnel*.

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**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement. Read sentences for description.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
  
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.