

Business Manager

QUALIFICATIONS:

Certification:

- Bachelor's Degree in Finance or Business
- Certified Public Accountant and/or Chief School Business Official
- Preferred: Experience as School Business Manager and/or CPA.

REPORTS TO:

Direct Supervisor: Superintendent

JOB GOAL:

- Responsible for managing the business/fiscal responsibilities of the school system to ensure efficient and economical distribution and accounting of district financial assets and to supervise the purchasing function. In addition, work cooperatively with other administrators in the continuous process of establishing, evaluating, and recommending revision in programs for fiscal control.

RESPONSIBILITIES:

Directs the Budget

- Assures board goals, strategic plans, building initiatives, and contractual obligations are accounted for, evaluated, and reported
- Prepares financial forecasts
- Provides leadership in the preparation and evaluation of the district budget
- Assists principals in the preparation of the school budgets
- Makes available financial data to aid in decision making
- Monitors revenues and expenditures
- Prepares monthly and other interim reports
- Justifies tax levies

Directs Cash Management and Investments

- Maintains positive cash flows by fund in accordance with GAAP rules and state statute
- Identifies in advance of need and executes efficiently and effectively the district borrowing requirements
- Maximizes interest income capitalizes upon investment opportunities to meet board policies and state statutes

Direct Business Operations

- Assures the effective operation of the business office to include the employment, supervision, and evaluation of the Business Office Manager and staff, and the planning, implementation and evaluation of procedures
- Assures efficient and effective practices for purchasing, accounts payable, accounts receivable, cash disbursements, and accounting/auditing
- Maintains employee data files and payroll operations
- Responds to suggestions made by the external auditor to improve practices

Direct Facilities

- Assures the effective operation of the maintenance of the district to include the employment, supervision, and evaluation of personnel and the planning, implementation and evaluation of procedures
- Establishes goals and objectives for maintenance consistent with district and building plans
- Works with architects and engineers in the identification of projects, the preparation and award of bids, representation of owner in problem resolution situations with contractors, unions, architects and the like
- Assures life/safety and A.D.A. needs are identified and facilities are in compliance
- Identifies needs, recommend contractors, and monitor and evaluate contracted custodian services
- Assures collaboration and clear communication between district, maintenance and custodial personnel
- Manages the budget

Direct Food Services

- Identifies needs, recommend contractors, and monitor services provided
- Establishes goals and objectives
- Evaluates the implementation of the food services program
- Manages the budget

Collaborate in Data Processing and Printing Duplication

- Identifies needs, recommends contractors, and monitors services provided
- Establishes goals and objectives
- Evaluates the implementation of the food services program
- Manages the budget

Direct Transportation Services

- Identifies needs, recommends contractors, and monitors services provided
- Establishes goals and objectives for the transportation program and monitors performance
- Coordinates day to day transportation for homeless students
- Coordinates day to day transportation for special education students
- Ensures routes are efficient and equitable for all students who qualify
- Maintains hazardous routes and related requests for eligibility reviews

- Manages the budget

Directs Risk Management and Insurance

- Establishes procedures and practices to assure that life/safety of district facilities and their occupants are made and followed through; recommend remedies to insure against loss
- Coordinates the implementation of loss control reporting, management, and defense between other administrators
- Represents district in suits arising out of property/casualty losses
- Engages consultants and identify and evaluate areas of interest to the district
- Facilitates the committee in the review and/or bidding of health insurance
- Manages the health insurance contract and work with consultants and company representatives in making recommendations to resolve issues
- Manages the budget

Collaborate in Policy Development

- Assures that decisions made are not in conflict with other policies, statutes, rules and regulations governing the operations of budgets, levies, life/safety, contracts, etc.
- Assures that operations are effective and efficient

Assist the District in Fulfilling Its Mission

- Assist the superintendent in visionary activities
- Oversee research, study, and evaluative activities to assure an innovative, comprehensive educational program which realizes each student's full potential
- Assist in fostering collaborative relationships among students, staff, families and community members

TERMS OF EMPLOYMENT:

Work Year:

12 month

Bargaining Unit:

Non-Bargaining Position

Salary and Benefits:

Salary and benefits to be established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures