

Bowie Unified School District #14
315 W. 5th Street * P.O. Box 157
Bowie, Arizona 85605
Phone: (520) 847-2702 Fax: (520) 847-2546

Job Title: Business Manager

Department: Administration

Qualifications:

- Bachelor's degree in accounting/administration; MBA or CPA Preferred. (Minimum of a High School Diploma or equivalent)
- Experience in supervising electronic budget and accounting systems.
- Must be willing to attend training and be able to meet state and federal deadlines.
- Training/Experience and proficiency in using computers and Microsoft Software including but not limited to Word and Excel.
- Training/Experience and proficiency with various software systems including but not limited to Google and Visions.
- Strong communication skills; ability to communicate with other employees in a positive manner.
- Ability to organize, write, and set priorities.
- Experience in completing government reports including federal, state, and local reports.
- Experience with writing and managing grants.
- Such other alternatives to the above qualifications as may be determined by the Governing Board and Superintendent.

Reports to:

- Superintendent
- Twelve-month Contract
- Salary to be determined by the Governing Board

Objective:

- To work in conjunction with the Superintendent and the Governing School Board as part of the Administrative Team and is responsible for managing the District's fiscal operations and act as the financial officer of the District.

Supervises:

- Establishes, directs, and supervises a system of control for budget execution and all financial accounting in the school district.
- Establishes accounting systems, procedures and codes necessary to provide administrators with accurate financial data for the basis of formulating policies and decisions.
- Prepares the annual general fund budget for the school district based on information submitted by the staff and administration; presents the budget for review and adoption by the Governing Board.
- Prepares all other proprietary fund budgets (Food Service Fund, Athletic Fund, Capital Fund, etc) for the school district based on information submitted by the staff and administration; presents such budgets for review and adoption by the Governing Board.
- Researches all sources of revenue for the school district and assists administrators in preparing grant applications to secure new sources of revenue.
- Prepares cost analysis reports concerning the operation of the school district.
- Supervises and maintains financial record keeping for all state and federal grant programs; prepares and submits all necessary reports including quarterly and final reports as may be required; processes claims for reimbursement as necessary.
- Assists in conducting annual audit of district records by answering questions, providing necessary data and information, preparing and reconciling work papers, and maintaining accurate and complete records.
- Supervises the processing of all reports related to the budget including but not limited to:
 - Annual budget and monthly budget reports
 - Tax reports
 - Accounts Payable reports
- Supervises the student activity accounting in all buildings to insure adherence to state laws and district policy.
- Supervises financial record keeping in accordance with state and federal laws and district policy.
- Reconciles district bank accounts.
- Reconciles district financial reports.
- Supervises and monitors preparation and distribution of all purchase orders; oversees all purchasing and bidding in the school district. Organizes and supervises annual bidding of materials, equipment, and services.
- Establishes and monitors the school district insurance program including property and casualty, liability, and other such insurance programs.
- Supervises financial responsibilities of processing payroll and payables.
- Performs all other duties pertinent to the Business Office as directed by the Superintendent of Schools.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

Evaluations:

- Performance of the job will be evaluated at least annually.