

**Business Manager/Clerk of the Board
Job Description**

Purpose: The Business Manager/Clerk of the Board maintains the financial books and accounts of the district to ensure accurate accounting of receipts and disbursements. The Business Manager also provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Business Manager must work closely with the staff and administration of the district.

Responsible to: The Board of Education and the Superintendent

Payment rate: Salary set by the Board of Education

Qualifications:

1. Bachelors Degree or equivalent experience.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Two years office experience, with knowledge of bookkeeping and accounting procedures.
4. Must pass spelling, math, and keyboarding tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Supervises the management of the financial affairs of the schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Supervises the collection, safekeeping, and distribution of all funds.
6. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
7. Administers a budget control system for the district and reports the status of the budget frequently throughout the fiscal year.
8. Arranges for the internal auditing of school accounts.
9. Manages the district's real estate and insurance programs.
10. Manages, educates and serves as a liaison regarding employee insurance, salary reduction products, retirement savings and section 125 agreements.
11. Maintains and facilitates employment procedures through education, handbooks and other forms of communication.
12. Facilitates safety training, loss control measures and other items as related to employee safety and workers compensation insurance.
13. Manages funds and maintains reports related to federal funding.

14. Assists in the development of a facility expansion program and supervises plan construction.
15. Assists in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff personnel.
16. Interprets the financial concerns of the district to the community.
17. Assists the superintendent with communications to board members.
18. Communicates growth opportunities that can enhance board member roles and functions.
19. Prepare materials as needed or requested for board meetings.
20. Prepare a draft copy of the minutes of each board meeting and distribute to board members as required by policy.
21. Maintain the permanent minutes and other appropriate board records.
22. Be aware of, and help the board comply with, all appropriate state and federal laws.
23. File all reports with appropriate agencies as required by law.
24. Keep all personnel records secure and up to date.
25. Ability to perform other tasks and assume other responsibilities as directed by the Superintendent.
26. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

Term of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee