

Business Manager

Job Description

Qualifications:

1. Minimum of a bachelor's degree in business or business education.
2. Eligible for school business official certification.
3. Knowledgeable of computer operations.
4. Ability to supervise personnel.
5. Must be bondable.

Immediate Supervisor: Superintendent

Duties and Responsibilities:

1. Display leadership and support in all areas of responsibility.
2. Establish and implement an improvement process of all areas of responsibility.
3. Establish good public and employee relations in all areas of responsibility.
4. Maintain professional work habits.
5. Maintain and upgrade his/her professional skills.
6. Evaluate personnel under his/her supervision.
7. Serve as fiscal officer for the Board of Education:
 - a. Provide general supervision of the department of finance.
 - b. Approve all expenditures of the school budget.
 - c. Recommend all budget transfers and supplements.
 - d. Prepare the preliminary school budget document.
 - e. Serve as Board of Education Treasurer.
 - f. Be responsible for all fiscal matters of the Board.
8. Coordinate all insurance programs.
9. Conduct the purchasing function to insure that all county, state, and federal guidelines are followed and that all public funds are being expended in a most advantageous manner.
10. Serve as a coordinator and resource person for the use of technology in the school system.
11. Perform other job related duties as assigned by the superintendent.

Jackson County Board of Education
Adopted: June 18, 1987