

Position Title:
Supervisor:

Business Manager
Superintendent

Purpose:

The Business Manager shall administer all aspects of the school district financial and business operations, following the general policies provided by the Board of Education, state, and federal regulations.

Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily.

- Oversee the District Office staff involved in financial operations such as Bookkeepers, Human Resources and Executive Administrative Assistant.
- Administer the development and maintenance of financial operations designed to carry out the mission, goals and policies of the Board.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Advise the Superintendent and Board on short-term and long-term financial objectives, policies, and actions.
- Provide direction and assistance at all levels and departments regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of the school district.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Conduct fiscal planning to include forecasting anticipated revenue, expenditures, and needs to ensure sound financial operations.
- Prepare the annual budget for Board approval, acting under the direction of the Superintendent and in accordance with legal requirements and Board policies. Prepare and timely file the annual budget and associated reports, forms and tax requests with state and local officials in accordance with Board action and state law and regulations.
- Administer the adopted budget in accordance with legal requirements and adopted Board policies. Assist other district personnel in the development of budget planning to support Board policy and goals.
- Assist in the development, and submission of grant proposals and other available funding beyond State and local tax revenues.
- Ensure prudent use of funds by providing adequate control and accounting of the school district's financial and physical resources and the development and implementation of sound business practices consistent with Board policy and law.

- Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met. Direct and monitor cash, check, and other receipts and deposits.
- Implement a system of cash flow management, including use of bonding systems and borrowing as necessary, to ensure the timely payment of obligations.
- Invest the school district funds in a prudent manner consistent with Board policies and laws. Manage the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- Direct completion of an annual external audit in accordance with law and Board policy.
- Develop and implement procedures for the efficient and fiscally prudent purchase of goods and services within the limits of the adopted budget. Serve as central purchasing agent for the purchase of equipment, materials and supplies within the annual budget or as directed by the Board or the Superintendent in accordance with Board policy, using bidding procedures when required.
- Negotiate vendor contracts and supervise the preparation of contracts, bids, and bid specifications and receive and open bids; tabulate results, and prepare written recommendations as appropriate.
- Recommend to the Board the purchase of adequate property and liability insurance for the protection of the school district, employees, and school district property at reasonable premium levels.
- Recommend to the Board and Superintendent the sale or disposal of property no longer required by the school and delegate the proper execution of such sale or disposal through staff and legal advisors.
- Work in conjunction with other personnel to update facility planning, maintenance, and cost projections for such areas and projects.

Skills:

- Should be highly organized with good oral and written communication skills.
- Must be able to juggle multiple tasks at once and meet deadlines under pressure.
- Well-mannered leader, ably dealing with employees, management and customers to ensure maximum satisfaction from each.
- Reading and understanding codes, laws, regulations and policies are critical along with comprehensive knowledge of budgeting and accounting.