

JOB DESCRIPTION: BUSINESS MANAGER

TITLE: Business Manager

QUALIFICATIONS: Accounting degree and/or five (5) years of previous accounting experience

REPORTS TO: Superintendent and school board

GENERAL DESCRIPTION: Administer the business affairs of the school district in such a way as to provide the best possible educational services with the financial resources available

ESSENTIAL FUNCTIONS:

1. Manage and supervise the payroll function for the district for complete, accurate, and timely distribution to employees. This function includes employee benefits, employee flexible spending accounts and other pretax benefits, state and federal tax deposits, workmen's compensation insurance and other related human resources and payroll associated activities.
2. Review, code, and prepare bills for approval at the monthly board meeting;
3. Supervises the collection, safe keeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the board, reconcile cash accounts, and report to the board monthly;
4. Works with investment bankers to secure long range financing and refinancing of debt issues at the lowest possible rate;
5. Assist with budget projections, development, preparation, and submission and provide the board with periodic performance reports. Manage the purchase order / requisition process in compliance with board policy;
6. Supervise all cash funds and federal programs including Chapter I, Chapter II, Food Service, and grants in compliance with state and district policies, including timely reporting;
7. Collects information and assists the superintendent and board with contract negotiations;
8. Conducts bidding procedures, when necessary, in compliance with school district policy and state law;
9. Maintains records and inventory related to fixed assets and real estate with adequate collateral and liability insurance;
10. Assists in the preparation of school board agendas, attends and participates in board meetings, maintains an accurate record of the action and participants, publishes all legal notices concerning school district business, and performs other tasks as may be required by the board;
11. Prepares the district annual report to be submitted to the Auditor General;

12. Arranges for and assists with auditing of all school district accounts and programs;
13. Conducts school district elections as prescribed by state law;
14. Represents the school district professionally in local, regional, state, and national affiliations;
15. Performs duties in a highly ethical manner that is consistent with the Garretson School District's mission and vision;
16. Cooperates with all departments for effective and efficient results;
17. Performs other duties that will assist the superintendent and board in financial matters of the district.

TERMS OF EMPLOYMENT: Salary and benefits to be determined by the board

EVALUATION: Job performance will be reviewed at least annually by the superintendent

Adoption date: March 9, 2015