

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

**TITLE:** School Department Business Manager

**QUALIFICATIONS:**

**Education /Certification:**

- Bachelor's degree in Business Administration/Accounting or equivalent work experience.
- Hold a valid State of Maine Criminal History Records Check Approval

**Special Knowledge/Skills:**

- Proficiency in school financial accounting practices
- Proficiency in applicable federal, state and local funding requirements and financial reporting
- Successful experience working in a leadership role in schools, municipal, or private sector
- Proficiency with municipal accounting software, computerized record keeping and related procedures

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Central Office Business Office staff

**JOB GOAL:** To provide leadership in the financial area of school day-to-day activities.

**PERFORMANCE RESPONSIBILITIES:**

- Oversees the day-to-day financial operations of the central office including such areas as accounts payable, personnel management, payroll and accounting procedures.
- Works to establish a collaborative management approach.
- Assumes a leadership role along with the Superintendent in the preparation, implementation, monitoring and presentation of the School budget.
- Provides the necessary financial data to promote accurate and responsible planning.
- Monitors the monthly budget; prepares monthly financial reports to schools and to the Superintendent and School Committee.
- Keeps the school board and the superintendent apprised of all pertinent financial issues in a timely fashion, including the development of appropriate forms, summary statements, and monthly reports.
- Enters and tracks fixed assets in the computerized accounting system. Generating reports as requested, directed, and/or required.

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- Demonstrates expertise in computerized record keeping including the ability to advise the superintendent as to changes that will facilitate building level record keeping.
- Works with building administrators regarding the proper implementation of system policies in record keeping, budget development, and expenditure of funds.
- Approves all purchase orders authorizing the expenditures of monies.
- Assists the superintendent in developing on-going facility plans including all necessary bidding, contracted services, and record keeping.
- Assists the Superintendent and school board in preparing for and conducting negotiations with various school department groups.
- Processes and maintains annual contracts for school staff and contracted independent service providers.
- Assumes a leadership role in assisting central office personnel in developing a team approach with regard to all necessary routines resulting in an efficient and effective business climate.
- Maintains a thorough data reporting system for the completion of financial reports required by Federal and State Agencies. Coordinates the school computer system including planning of system enhancements, tracking of personnel training, accounting control functions, and system maintenance.
- Supervises school accounting practices including the establishment of the chart of accounts, preparation of required financial reports to outside agencies, drafting of the annual financial statement and account reconciliation. Provides assistance to the Town's independent auditors.
- Directs the competitive bid process and negotiates vendor contracts.
- Prepares needed documentation for the bonding process.
- Plans bus fleet replacement program with Director of Facilities and Transportation.
- Maintains records on school assets for insurance values and verifies same to the insurance policy.
- Evaluates business office staff on an annual basis.

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**TERMS OF EMPLOYMENT:** Twelve months per year. Salary and benefits to be established by the School Board.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly action plans and job goals are met. The Superintendent of Schools, will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: 10.13.15

