

Title: Business Manager

The business manager is the district's main fiscal officer and will be evaluated annually by the Superintendent based on job performance and the attainment of annual development goals

The business manager will have compensation package as stated the *Classified Employee Hiring Schedule*, at an annual salary determined by the Board of Education

Qualifications:

1. Comprehensive knowledge of office procedures
2. Advanced secretarial and accounting experience
3. Computer skills to include:
 - Software applications-with an extensive knowledge of spreadsheets
 - Accounting Software
 - A working knowledge of cloud-based applications
 - Ability to utilize the internet for business purposes
4. Ability to multi-task and deal with stress, and interruptions
5. The Ability to acquire knowledge of Board Policy; and State and Federal statutes as they apply to school settings

Reports to: Superintendent of Schools

RESPONSIBILITIES:

Secretarial Duties:

1. Manages, co-ordinates and evaluates the central office and secretarial staff.
2. Assists the superintendent in preparation of the monthly Board agenda and is responsible for preparing minutes of all Board meetings.
3. Attends Board meetings to take minutes.
4. Maintains and stores all district contracts
5. Prepares contracts for all staff and maintains personnel contracts on file.

Fiscal Management Duties:

1. Develops and administers all budgeting, payroll, purchasing, and accounting procedures for all district funds.
2. Receives and deposits in bank, all money from other buildings all funds.
3. Collects taxes and other receipts for general and special funds.
4. Reconciles monthly, all bank statements for the district.
5. Prepares reconciliation statements for all account for Board approval.
6. Manages all investment, debt retirement, and insurance programs.
7. Processes bills for Board approval.
8. Writes checks and accounts for all activity and lunch funds.
9. Prepares monthly financial reports for Board approval.
10. Actively participates in budget preparation with Superintendent.

11. Prepares necessary financial reports and coordinates audits in accord with state statute and regulations.
12. Keeps current information required for state and federal reporting.
13. Participates in negotiations with recognized bargaining units and assists the Board in salary related settlements.
14. Completes Department of Education forms as required.
15. Administers and signs off on fiscal accounting of all grants and grant proposals.
16. Files monthly and lunch claims and reports.
17. Assists the Superintendent with Free/Reduced lunch applications.
18. Continuously updates the list of students on Free/Reduced lunches for accurate monthly reporting.
19. Maintains "MIPS" (Medicare in Public Schools) files; acts as reporting official and signs all forms to be forwarded to Speech therapist and ESU #10, Special Education director.
20. Files pre-school handicapped expense forms and requests for Special Education transportation reimbursement.
21. Coordinates the district drug-testing program for transportation employees.
22. Supervises the orientation for all classified personnel or other employees ad designated by the superintendent.
23. Acts as the Business Manager for the activities co-op, at a stipend determined by the Superintendent.
24. All other district-related duties as assigned by supervisor.

TERMS OF EMPLOYMENT: This is salaried (exempt) position under the provisions of applicable Board Policy; with a compensation package as stated in the *Classified Employee Hiring Schedule* at an annual salary determined by the Board of Education by the administration.