
BUSINESS MANAGER

Job Title: Business Manager

Qualifications:

- a. Bachelor's degree in business administration, finance or accounting; a Master's degree in business administration desirable
- b. Experience in an educational institution or a minimum of three years' equivalent business experience demonstrating progressively greater management responsibilities.
- c. Knowledge of school business management and accounting procedures.
- d. Effective skills in problem analysis, decision-making, communication and judgement.
- e. Effective organizational ability.
- f. Strong computer background as applied to business practices and procedures required
- g. Self-motivation and discipline
- h. Ability to develop and implement innovative ideas
- i. Strong sense of personal professional ethics
- j. Experience in food service, transportation, maintenance and cleaning of facilities is desirable
- k. Physical ability to perform the duties as described with or without reasonable accommodations

Reports to: Superintendent of Schools

Job Goal:

Provide leadership in and responsibility for planning, organizing, and overseeing the business and operational areas of the school district. This business manager will work closely with the Superintendent and will provide assistance in ensuring that the district is in compliance with the applicable laws, at both the state and federal levels, as well as all district policies. The business manager will provide fiscal guidance to the Superintendent and the Board as well as help facilitate improvements throughout the district to provide a safe learning environment for students and staff which includes clean safe facilities, healthy meals and appropriate transportation.

Key Responsibilities:

- a. Financial management that accurately reflects the financial condition of the district.
- b. District budget management on a daily basis including the active management of cash.
- c. In conjunction with the Superintendent prepare the preliminary district budget for review and approval by the Board and for submission to the voters including providing assistance to administrators in the preparation of cost center budgets
- d. Advise the Superintendent and the Board of future financial requirements of the district and make recommendations
- e. Monitor, manage and invoice for all grant funding
- f. Develop and maintain up-to-date systems of financial accounting that meet the requirements of the state auditor, federal auditors, the state Department of Education and the district auditors, including accurate and timely reports to the appropriate agencies
- g. Assure that proposed expenditures fall within budget constraints.

- h. Advise the Superintendent and the Board on financial policies of the district and recommend any desirable changes to budgetary or accounting procedures and district operations.
- i. Provide leadership and support to the Facilities Director in the maintenance of all district buildings and grounds, including the development and execution of a capital improvement plan and budget while ensuring the safety of students and staff and being in compliance with all regulations.
- j. Provide leadership and support to the Transportation Director in regards to the district's transportation system, including the maintenance and safety inspection of all transportation equipment, maintaining a program for training and safety and overseeing the process for purchasing new vehicles.
- k. Provide leadership and support to the Food Service Director in regards to the district's food service program, ensuring that the district runs a quality nutritional program that meets state and federal guidelines as well as being cost-effective
- l. Maintain a full and complete inventory of real and personal property of the district
- m. Maintain and manage the district's insurance programs
- n. Maintain and manage the program for the purchase of supplies and equipment
- o. Assume responsibility for the district's purchasing process
- p. Maintain the district's payroll records
- q. Maintain a working knowledge of state subsidy regulations and federal laws pertaining to the reimbursement of public schools
- r. Oversee recruiting, supervising, training, staff development and evaluating of all staff that reports or indirectly reports to the business manager support staff, excluding educational technicians, in cooperation with the Administrative Team.
- s. Prepare recommendations and proposals for the financial software based on operational needs, coordinating the acquisition and operation of the equipment and software with the Director of Technology
- t. Attend appropriate meetings of state and other educational agencies serving the public school system and keep the Superintendent informed of local, state and national issues that affect school districts.
- u. Attend meetings of the Board and its committees as requested by the Superintendent
- v. Serve as the financial information official for the district, keeping the Board and staff informed about the general financial condition of the district, current salary information of the district, and the comparability of other similar districts
- w. Be a member of the negotiations team, prepare a cost analysis and impact report on preliminary and final negotiated contracts, as well as any other necessary studies requested by the Superintendent.
- x. Carry out all assignments in an efficient, effective and professional manner

Assume other duties as requested by the Superintendent.

Evaluation: Performance of this job will be evaluated annually by Superintendent

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.