

BUSINESS MANAGER

REPORTS TO: Board of Trustees

ESSENTIAL FUNCTIONS:

Serves as chief financial officer of the District.

Informs the superintendent and/or Board of Trustees of the business operations of the District.

Attends Board Meetings

Reconciles all funds monthly with County Treasurer.

Generates timely financial statements and other financial reports as necessary for the district, state, and county reporting, or upon request of the Board of Trustees and/or Superintendent.

Maintains detailed and accurate records of accounts of all receipts and disbursements.

Responsible for drawing and countersigning all warrants for expenditures, payroll, and student activity funds.

Prepares invoices as needed and maintains records of paid/unpaid invoices and purchase orders.

Creates and applies fiscal controls and procedures.

Responsible for development of the budget for all funds.

Establishes and applies procedures necessary for budgetary controls.

Establishes procedures for purchasing in accordance with Board policy.

Directs the preparation, advertisement, and dissemination of bid documents.

Responsible for preparation and communication regarding annual district audit.

Directs the preparation and dissemination of payroll.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Hold a Bachelor's degree with a major in accounting, economics, or finance or related field.

Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.

Knowledge of finance and budgeting principles.

Strong leadership and communication skills.

Able to establish and maintain effective working relationships with students, staff, and the community.

Able to express himself/herself clearly and concisely in both oral and written communications.

Able to perform duties with an awareness of all District requirements and Board policies.

Ability to handle stressful situations.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer, calculator, copy machine, fax machine, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee may work remotely with a calendar of on-site/off-site determined at hire; the employee constantly works around others; works with the public; and works inside. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: October 1, 2021

Revised on: