

# Business Manager

Dept/Div: AdministrationN/A

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult professional work planning, directing and implementing district business and finance operations, preparing and overseeing the processing of the District's payroll, benefits and budget, maintaining financial records and assisting with preparing of financial reports including the budget, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over business office staff.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Hires, supervises, trains, evaluates and recommends dismissal of business office employees.

Provides training on business office software applications.

Acts as a resource for staff concerning budgeting, accounting and financial procedures.

Coordinates the development and implementation of budgets for the District; presents various budgeting materials to administration and Board for approval.

Develops financial processes and procedures that ensure district cash flow needs.

Works in conjunction with administration to prepare for and complete the annual audit; develops the management and discussion of the audit report.

Establishes and manages district insurance programs; coordinates open enrollment for employees; secures district facilities; presents materials to insurance committee and prepares final recommendations to the Board.

Assists with union negotiations; provides various costing models to assist the Superintendent and Board in making final decisions.

Acts as a food service director; negotiates food service contracts, provides software support and training to staff; processes free and reduce lunch applications; monitors and submits reports to outside agencies.

Monitors district cash flow and financial operations to ensure maximum return in meeting district goals; establishes borrowing options to safe guard against negative cash flow situations.

Establishes and maintains effective working relationships with outside vendors, similar professionals, staff and district administrators.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of accounting, auditing and payroll; thorough knowledge of local, state and federal school funding programs; thorough knowledge of the laws, rules and regulations governing school financial record keeping and accounting; general knowledge of school funding sources, budgeting methods and techniques; ability to prepare and maintain complex fiscal records and systems; ability to use modern office equipment and related software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective relationships with administrative and school officials and staff, the School Board, district contractors, vendors and the general public.

## Education and Experience

Bachelor's degree with coursework in accounting, finance, business administration, or related field and considerable experience working in public finance with supervisory responsibility, or equivalent combination of education and experience.

# **Business Manager**

## **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Applicable financial system training must be completed within six (6) months of hire.

Last Revised: 9/27/2011