

Business Manager

Qualifications:

1. Bachelors Degree in Accounting/Business Education from an accredited college or university.
2. Successful experience in the field of business and/or education.
3. Knowledge of modern accounting and business practices.

Reports to: Superintendent or Designee

Supervises:

Business Office Personnel
Food Service

Performance Responsibilities:

1. Maintains an accounting procedure adequate to record in detail all transactions affecting the acquisition, custodianship, and disposition of all monies.
2. Serves as custodian of all funds and accounts of the District and supervises all personnel working with such.
3. Supervises and controls:
 - a. Receipting of monies
 - b. Banking and bank reconciliation
 - c. Blank checks and logs of usage
 - d. Change and petty cash funds
 - e. Check signing and control of keys and log
 - f. District financial reporting
 - g. Purchase orders and logs of usage
 - h. Approval of purchase orders prior to placing of orders
 - i. Review and approval of all payrolls before disbursement
 - j. Review and approval of all invoices prior to submission to the Board for final approval
 - k. Accounting entries prior to records
 - l. All WDE financial related reporting.

4. Maintains schedule of District securities on deposits at banking institutions and determines legal compliance.
5. Maintains schedule of District owned investments and income and prepares regular reports to the Board.
6. Assesses the Districts compliance with any legal statutory requirements for maintenance of investments.
7. Determines specifications for insurance bids prior to letting.
8. Sees that all premiums are paid when due and that adequate and up-to-date coverage is provided.
9. Maintains property and equipment schedules as required by insurers.
10. Maintains inventory schedules to meet statutory and insurance requirements and provides useful property management information.
11. Maintains a system to generate uniform information for inventories and fixed assets on hand, purchases, transfers, and disposals.
12. Supervises periodic inventory taking procedures in the District.
13. Maintains an equipment identification system.
14. Budget – responsible for assisting the Superintendent in the preparation of the annual budget and in the preparation of short and long term cash flow projections and for analyzing and reporting an adopted budgets; more specifically: coordinates the budgeting process District-wide.
15. Assists in determining revenue sources for the coming year.
16. Aids in the development of school and department expenditure budgets.
17. Analyzes, summarizes, and reports to the Superintendent and the Board the status of all adopted budgets on a regular basis.
18. Prepares short and long term cash flow projections to allow the District the most efficient use of available monies.
19. Assists in gathering populations, legislative, and economic statistics vital to the operation of a budget.

20. Bond issues – responsible for assists in the sale and investment of authorized bond issues and for preparing status reports to the Superintendent on such. Works with the State School Facilities Commission in obtaining facility maintenance funds.
21. Works with the State School Facilities Commission in obtaining facility maintenance funds.
22. Central Office – organizes and manages the Central Business Office; directly supervises all personnel in this office.
23. Directs the distribution of all merchandise ordered by the District.
24. Works with local, state, and federal auditors.
25. Performs such other tasks as may, from time to time, be assigned by the Superintendent.

Terms of Employment:

Salary and length of contract to be reviewed annually by the Board.

Evaluation:

Performance of the position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

Revised: June 10, 2008
Revised: September 08, 2004

Legal Reference: