

**BUSINESS MANAGER**

- QUALIFICATIONS:**
1. Prior experience (3 years) in a school-related position requiring fiscal responsibility
  2. Versed in the WESSAS Accounting System
  3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** District Administrator

**SUPERVISES:** Office Staff; Transportation, Food Service, and Building and Grounds Supervisors

**JOB GOAL:** To administer the business affairs of the District in such a way as to provide the best possible educational services with the resources available.

**PERFORMANCE RESPONSIBILITIES:**

1. Act as advisor to the District Administrator on all questions relating to the business and financial affairs of the District;
2. Assist in recruiting, hiring, training, supervising, and evaluating all clerical, financial and support staff personnel in the central office;
3. Act as payroll officer for the District;
4. Manage the District's real estate and insurance programs;
5. Interpret the financial concerns of the District to the community;
6. Assume responsibility for the receipt and expenditure of School District funds;
7. Provide monthly accounting of all income and expenditures;
8. Direct the preparation and analysis of all financial statements;
9. Direct the reconciliation of all bank accounts maintained by the Board;
10. Direct the preparation of reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account;
11. Maintain general, revenue, and appropriations ledgers on an encumbrance basis;
12. Approve all purchase orders authorizing the expenditures of moneys;
13. Develop budget guidelines, coordinate preparation of the budget, and assist key administrators in review of the budget;
14. Prepare analysis of budget requests and program proposals;
15. Arrange for and supervise preparation, publication and distribution of budgets as approved by the District Administrator and Board;
16. Coordinate the presentation of, justification for, and preparation of additional analysis required to understand the budget proposal for action by the Board;
17. Supervise the execution of the enacted budget, including the recommendation of administration controls where required;
18. Take the initiative in developing improvements in the financial management of the school system, including budget methods, format, and presentation;

19. Prepare analysis of program costs and methods of financing, including long-range projections of requirements;
20. Work with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analysis, through personal appearance, as appropriate;
21. Coordinate, process, and control transfers of budgeted funds as requested by principals and supervisors;
22. Initiate contacts with vendors relative to supply and equipment availability, invoices, purchase orders, and contracts;
23. Obtain and study comparative prices and quotations;
24. Purchase by comparative bidding, informal quotations, and negotiation, items of supply and equipment necessary for the operation of the School District;
25. Study price trends and market conditions and keep informed of sources of supply and new product developments;
26. Investigate quantity and quality of commodities purchased;
27. Prepare all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal;
28. Monitor all purchase requisitions to determine correctness of information, price extensions, coding information, and so on;
29. Direct the development and maintenance of appropriate records, such as vendor's register, commodity register, bidders' list;
30. Assume responsibility for correspondence relating to School District purchasing activities;
31. Assume responsibility for the operation of perpetual inventory systems and central warehousing operations;
32. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions;
33. Supervise all accounting systems and operations;
34. Arrange for the internal auditing of school accounts;
35. Make a full and complete itemized report of the finances of the District to the Board at the close of each year;
36. Recommend the purchase of and oversee the maintenance of business equipment in the central office;
37. Evaluate the performance of the transportation, food and building and grounds supervisors;
38. Perform other tasks and assume other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.