



Scott County School District
Job Description
Business Manager
(Work Area Code 511099)

Qualifications:

- Extensive background in all areas of school finance
- Thorough knowledge of state funding
- Experience and capability equivalent to that normally achieved through eight to ten years of progressive experience in upper level management in applicable areas
- Such other qualifications as may be set by the Board of Education

The Director of Business Management is responsible for the development, preparation, and management of the annual district operating budget; the development and monitoring of a school-based budgeting system; and the development of all budgetary policies and procedures. He/She prepares periodic management reports, cost analyses, and projections that provide information on the district's budget and comparisons with other districts.

Duties include but not limited to the following:

- Supervision of all business and fiscal operations
- Administration of district employees, property and liability insurance programs
- Administration of district Impact Aid Program; including the application process, information and compliance, and the processing of the student participation cards
- Processing of unemployment claims
- Administration of the district's communications program
- Management of the district's payroll operations
- Computation and allocation of individual school budgets
- Ongoing monitoring of budget and advising Superintendent and board of budget status, including potential fiscal problems
- Projecting funding needs of the district
- Assuring that the district has a viable and fully operating internal and external financial auditing system
- Policy development in financially related areas
- Accounting/bookkeeping systems development and installation
- State and federal reports, all other required financial reports
- Financial accounting and reporting
- Provision of appropriate amendments to the district's operating budget
- Release of budget information as authorized
- Presentation of budget for approval of superintendent and school board
- Certified contracts administration

- Other duties as assigned by the superintendent
- 237-day contract
- Salary based upon experience