

Title: Business Manager

Qualifications:

1. Degree in Accounting
2. Certification from MDE and Experience in School Accounting Required
3. Ability to work cooperatively with others in an office setting
4. Creating of timely reports essential

Reports to: Superintendent

Supervises: Business Office personnel

Job Goal: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

Performance Responsibilities

1. Supervises the management of financial affairs of the District and Schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Maintains computer and program skills to complete accounting operations.
5. Supervises all accounting operations.
6. Supervises the collection, safekeeping and distribution of all funds.
7. Manages the district's real estate and insurance programs.
8. Supervises the district's supporting services through the directors of property services, transportation, purchasing, food services, and business services.
9. Administers a budget control system for the district.
10. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
11. Arranges for the internal auditing for school accounts.
12. Manages fixed assets inventory (either directly or through the business department).
13. Provides the school board monthly accounting reports of all income and expenditures.
14. Prepares and analyzes all financial statements.
15. Reconciles all bank accounts maintained by the Board.
16. Maintains a continuous internal auditing program for all funds.

17. Works with the program directors to ensure federal and state regulations are met.
18. Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
19. Maintains general, revenue, and appropriates ledgers on an encumbrance basis.
20. Approves all vouchers authorizing the expenditures of money through the accounting software.
21. Recommends new accounting methods and business office procedures as desirable and necessary.
22. Assumes responsibility for insurance records and insurance accounting.
23. Evaluate business office staff annually and make recommendations.
24. Performs other such tasks and assumes responsibilities as the Superintendent may from time to time assign.

Terms of Employment: 240 Days a year. Salary to be established by the Board.

Evaluations: Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Professional Personnel.

Reviewed and
Agreed to by: _____ Date: _____
Employee

Approved by: _____ Date: _____
Superintendent