

JOB DESCRIPTION

TITLE: BUSINESS MANAGER

QUALIFICATIONS:

1. BA Degree in Business Administration /Public Administration
2. Two years related management experience
3. Demonstrated aptitude or competence of assigned responsibilities
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Business Office Staff and Information Technology Staff

General

1. Supervises management of financial affairs of school.
2. Supervises all accounting operations.
3. Supervises the collection of all moneys belonging to district.
4. Acts as custodian of all moneys belonging to district.
5. Receives all moneys belonging to district.
6. Deposits moneys received in banks designated by the district board.
7. Keeps financial records and gives detailed account of money received and disbursed at least once a month.
8. Gives a bond in such sum as shall be required by the board.
9. Verifies all vouchers for payment.
10. Codes such vouchers for charging to proper accounts.
11. Prepares checks after approval of vouchers by board.
12. Mails checks after signing.
13. Shall be ready to produce, when required, all books and papers pertaining to office.
14. Keeps all reports, books, records, contracts and papers in office open to inspection of any voters or taxpayers of the district, Board of Education, Secretary of Education or auditor at any time.
15. Reports the levy in dollars adopted by the school board to the county auditor.
16. Acts for Operations Manager in their absence.
17. Assumes any other assignment required by the Board or Superintendent.

Budget Officer

1. Develops budget guidelines, coordinates preparation of budget.
2. Coordinates the presentation of, justification for, and preparation of additional analysis required to understand the budget proposal for action by the board.
3. With superintendent, prepares analyses of program costs and methods of financing.
4. Coordinates, processes and controls transfer of budgeted funds.
5. Matches requisitions against budget or recommendation to the system, see that purchases orders are written.

Board Secretary

1. Attends all meetings of the board.
2. Keeps accurate journal of proceedings.
3. Keeps board books and documents.
4. Prepares financial portion of the annual report of district to DOE.
5. Signs minutes of all annual, regular and special meetings of the board.
6. Within 20 days of a meeting shall submit a full account of unapproved minutes for publication in legal newspapers.
7. Shall sign all legal publications submitted to newspaper after helping prepare and approve such legals.

Elections

1. Has full charge of elections.
2. Publish notice of vacancies.
3. Maintain file of declaration of candidates.
4. Publish notice of elections.
5. Arrange for polling places.
6. Hires election boards.
7. Assembles all necessary supplies, registration books, ballots, etc.
8. Has charge of absentee ballots.
9. Verifies vote to county auditor.

Payroll

1. Prepares certified employee contracts.
2. Prepares and submits a correct tabulation of salaries for month, including contract, hourly and part-time and/or substitute personnel.
3. Keeps proper records of all authorized payroll deductions.
4. Forwards all proper payroll withholdings.
5. Prepares and submits all monthly, quarterly and annual payroll reports.
6. Is authorized representative for retirement and insurance funds.

District Purchasing

Insures that each student in the district derives maximum benefit from the expenditure of the per pupil allocation set by the Board of education for the acquisition of supplies in the operations area.

1. Initiates contracts with vendors relative to supply and equipment availability, invoices, purchase orders, and contracts.
2. Obtains and studies comparative prices and quotations.
3. Purchases by competitive bidding, informal quotations, and negotiation, items of supply and equipment necessary for the operation of the district.
4. Studies price trends and market conditions and keeps informed of sources of supply and new product developments.
5. Investigates quantity and quality of commodities purchased.
6. Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications, and form of proposal.
7. Monitors all purchase requisitions to determine correctness of information, price extensions, coding information, and so on.
8. Develops and maintains appropriate records, such as vendor register, commodity register, bidder list.
9. Assumes responsibility for correspondence relating to school district purchasing activities.
10. Prepares the periodic reports relating to the purchasing function.
11. Assumes responsibility for the operation of perpetual inventory systems and accountability of such.

TERMS OF EMPLOYMENT: Contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrator Evaluation (AFB-EE).

(Adoption date: June 14, 1982)
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