

BUSINESS MANAGER

AD35

QUALIFICATIONS:

Bachelor's degree with major coursework in accounting or closely related field.
Five years accounting and general ledger experience; governmental accounting experience preferred.
Three years of supervisory experience.
CPA designation preferred.
Certification of good health.

REPORTS TO: Assistant Superintendent of Schools, Business Services

ESSENTIAL FUNCTIONS:

Perform tasks in a seated position for long periods of time. Demonstrate the ability to perform tasks at a computer terminal, keyboard, and work station. Demonstrate the ability to perform minimal lifting tasks, sorting tasks, and filing tasks. Demonstrate the ability to use print and non-print communication devices such as telephone, computer, copier, and other related equipment. Maintain working knowledge of software and hardware requirements associated with the position. Maintain thorough understanding of district accounting procedures and Board of Education policies and procedures related to the job description. Maintain confidentiality in all matters.

RESPONSIBILITIES:

- Manage Business Services Department including evaluating department personnel, holding staff meetings, and making day-to-day decisions that affect the department. Consult supervisor as appropriate on large issues needing assistance.
- Perform cash management duties, including making necessary transfers, to maximize interest earnings for the district. Consult supervisor regarding recommended investment strategies.
- Maintain and manage the general ledger including posting of journal entries, balancing of accounts, month-end closing procedures, coding and processing of cash receipts, maintaining accounts receivable and others as required.
- Assist supervisor with monthly financial reporting to the Board of Education.

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- Coordinate the district's annual fixed asset inventory, review reports and prepare necessary posting and documentation for audit.
- Maintain a working knowledge of the accounts payable and payroll functions and provide assistance when necessary.
- Ensure timely reporting and payment of all tax, retirement system and other required items, including year-end 1099 and W-2 reporting.
- Approve all purchase orders and review for proper coding, building/department approval, and proper processing.
- Assist with budget preparation, budget monitoring, and audit preparation as may be assigned by supervisor.
- Ensure monthly budget reporting to schools, departments, and charter schools as appropriate.
- Ensure proper accounting and reporting for all federal, state, and local grants.
- Prepare all CDE and other financial reporting, including transportation, vocational, special education, financial data transmission, and others.
- Liaison to charter school business manager on issues or questions as may arise.
- Maintain Capital Reserve and Insurance Reserve project and claim files including reviewing activity with approved budget and necessary insurance documents.
- Attend local and state meetings as appropriate for position.
- Member of district Leadership Team and attend meetings and retreats as required.
- Manage district e-rate program and meet necessary reporting and filing deadlines.
- Manage district's scholarship trust funds, including investment and management of funds, payment of scholarships, and required reporting to necessary parties.
- Perform accounting for Joint Fuel Facility, including reporting and communication with other entities.

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- Manage the day-to-day property and liability insurance programs. Consult supervisor on claims and other issues as required.
- Manage the district's deferred compensation plans which include 403(b), 401(k), 457 and other plans. Communicate with vendors as necessary. Review annual contribution limits.
- Maintain proper software packages for appropriate business office functions. Review data systems and make recommendations to supervisor as appropriate.
- Other duties as may be assigned by supervisor.

TERMS OF EMPLOYMENT:

At will employee. Work year and salary to be established by the Board of Education. Shall receive the benefits of sick leave, retirement and the usual policies which apply to classified personnel. Vacation time established by Board policies.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policies which apply to classified personnel.

ADOPTED: June 2006