

## **TITLE: DIRECTOR OF FINANCE/ASSISTANT BUSINESS MANAGER**

### **QUALIFICATIONS**

1. High school diploma
2. Previous experience preferred
3. Knowledge of accepted business practices and Generally Accepted Accounting Principles (GAAP)
4. Knowledge of federal and state law, administrative rules, and Board policy governing school districts related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning, or is willing and able to study and attend training to gain this knowledge
5. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
6. Organizational, communication, and interpersonal skills
7. Self-motivated
8. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Clerk of the Board/Business Manager**

### **JOB SUMMARY**

To assist the business manager in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Keep Financial Records

1. Assist the clerk of the Board/business manager in the preparation of the annual district budget
2. Help with the administration of all phases of the budget throughout the year
3. Assist in keeping accurate and detailed accounts of all financial transactions as prescribed by federal and state law, administrative rules, and Board policy
4. Assist in completing accurate, complete reports to the State Department of Education relative to the financial and budgetary position of the district such as annual reports, quarterly cash reports, and data acquisition manual requests
5. Help assure that all financial and accounting records are maintained in conformity with generally accepted accounting standards
6. Aide in maintaining the financial and employee management systems currently in place and updating software and hardware as needed
7. Help monitor all purchase orders to determine accuracy of information, including pricing and coding, and that money is budgeted in the correct category
8. Assist in maintaining a record of the daily balances in the cash accounts and reconciling the general ledger cash balance to the monthly bank reconciliation

9. Monitor student account reports submitted by school secretaries for accuracy and timeliness as assigned
10. Assist with fiscal year-end and calendar year-end file maintenance
11. Aide in monitoring the property tax collections, preparing the reports, and calculating the yearly tax levies
12. Help monitor the cash flow of the district and investments as assigned
13. Assist in maintaining financial data used to assist the Board negotiation team during the process of negotiations
14. Aide in accounting for the deposit of all money of the district in accordance with the provisions of the public depository law

#### Manage Financial Transactions

1. Assist in auditing claims, invoices, and demands against the Board
2. Assist in collecting fees and moneys due to the Board not payable directly to the Treasurer
3. Assist in establishing procedures for the acquisition of supplies and equipment for the district in accordance with federal and state law, administrative rules, and Board policy
4. Assist in the oversight of the preparation of the district payroll and ensure proper maintenance of records related to auditing requirements, tax laws, and employee benefits
5. Assists with implementing hospitalization, major medical, and other types of Boardapproved employee benefit plans
6. Assist in keeping records of the investment of Board funds in accordance with federal and state law, administrative rules, and Board policy
7. Aide in the processing and maintenance of the district's payroll in conjunction with all federal and state law, administrative rules, and Board policy
8. Help provide advanced warning of changes in expenditures or revenues as compared to the adopted budget
9. Assist in monitoring social security, retirement, group health, and all other employee benefit programs; prepare applications and payments; and facilitate new employee sign-ups
10. Aide in keeping a list of vendors and the amounts of the checks authorized to become a part of the district's records

#### Facilities and Operations

1. Assist the clerk of the Board/business manager in overseeing the operation and maintenance of school facilities and custodial, grounds, and maintenance services
2. Aide in ensuring that all federal and state law, administrative rules, and Board policy regarding the health and safety of students and staff are maintained and that required reports are maintained
3. Assist the clerk of the Board/business manager in the implementation of the district's comprehensive maintenance plan
4. Assist in overseeing the efficient operation of the district's food services program and ensure compliance with relevant federal and state law, administrative rules, and Board policy
5. Assist in the business aspects of the student transportation program

6. Help prepare cost data and cooperate with other facilities personnel during construction programs
7. Assist in scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies
8. Assist in compiling a list of bus drivers and substitute drivers and certification of the drivers' valid school bus driver's licenses and criminal background checks

#### Record Keeping and Reporting

1. Aide in safeguarding and maintaining all records and papers of the Board
2. Help with the retention and destruction of public documents in accordance with federal and state law, administrative rules, and Board policy
3. Assist in maintaining graduated student records
4. Aide in maintaining all personnel files including current transcript/credit summaries and federal assessment information regarding highly and uniquely qualified status for certified and non-certified personnel
5. Help process resignations and retirements, PERSI separation forms, as well as insurance forms
6. Assist in preparing the official meeting minutes and aid in handling the correspondence of the Board
7. Maintain a log of general correspondence and drafts responses to inquiries
8. Assist in preparing and updating the annual list of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements

#### Other

1. Assist in administering the district's insurance and risk management program
2. When assigned, attend district Board meetings and speak on assigned topics
3. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

#### EVALUATION

Performance of this position will be evaluated periodically by the clerk of the Board/business manager in conformance with federal and state law, administrative rules, and Board policy.

#### TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth shall not create a property right for the employee.

These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:      I.C. § 33-512                  Governance of Schools  
                                 I.C. § 33-1210                Information on Past Job Performance

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Printed Name

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Date

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Signature