

Job Title:	BUSINESS MANAGER	Reports to:	Superintendent
FLSA status:	Exempt	Supervisor duties:	Finance Department
Classification:	Classified - Admin	Approved on:	10/13/2020
Position Summary:	Responsible for the financial affairs and maintaining financial accountability and budget oversight. Responsible for assisting in the coordination of the physical facilities maintenance, transportation services, and the National School Lunch Program.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Advises the superintendent on all questions relating to the business and financial affairs of the district.
- Serves as a member of the Superintendent's Leadership Team
- Responsible for the budgetary control, financial reporting, bookkeeping and other duties of the school district.
- Supervises directly, develops, establishes, and refines the policy and procedures for the departments of business office.
- Assists in the supervision of the warehouse and ensures internal control of assets.
- Supervises departmental staff, performs evaluations and recognizes exceptional efforts of the staff.
- Develops an individual program of improvement for each member of his/her staff as needed, including but not limited to:
 - Citation of areas which require improvement.
 - Develop a program of improvement individualized to encourage growth to maximum potential for each staff member.
 - Develop a follow-up program to assess progression toward cited individual goals.
- Assists and trains school district staff members in understanding regulations, policies and procedures relating to school finance including the development of the annual school budgets and preparation of annual financial reports to proper state and federal agencies.
- Oversees the District's overall budget including arranging for and supervising preparation, publication, and distribution of budget as approved by the superintendent and the Governing Board.
- Implement within the school district the Uniform System of Financial Records prescribed by the Arizona Auditor General and the State Board of Education, assuring the district is in compliance.
- Assists the Superintendent and other appropriate personnel in the long-range planning for financial resources and facilities to meet the District's requirements.
- Prepares monthly reports to the appropriate staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
- Obtains information, data and computer application/reporting forms that are necessary to fulfill the requirements of PL 874; also assists in the development and completion of all other federal and state application/reporting forms.
- Assists in the execution of enacted budget, including the recommendation of administrative controls where required.
- Administers and recommends the development of continued improvements in the financial management of the school system, including budgetary methods, financial systems and informational presentations.
- Arranges for the internal auditing of school accounts and reconciles all bank accounts maintained by the Board.
- Acts as payroll officer for the district.
- Assists the Superintendent with the coordination and communication of financial concerns of the school district to the Governing Board and to the community.
- Monitors all purchase requisitions to determine accuracy of information, price extensions, coding information, and so on.
- Prepares all bid documents including notice to bidders, specifications and form of proposals.
- Purchases by competitive bidding, by written and verbal quotations, and by negotiation, items of supply and equipment necessary for the operation of the school district.
- Assists in the supervising of warehouse personnel and monitors overall purchasing activities.

- Reviews and approves for payment bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms through the contract architect.
- Assists in the management the district's insurance programs.
- Receives and maintains insurance policies secured by contractors, and verifies appropriate coverage for public liability, property damage, fire and worker's compensation.
- Coordinates, processes, and controls transfers of budgeted funds as recommended by program directors to the superintendent and approved by the Governing Board.
- Communicates with Department of Education, County School offices, tax payers and other parties concerned with school district financial affairs.
- Reviews and approves all expense vouchers and payroll vouchers for payment.
- Reviews and approves injury report/claims with State Compensation Fund.
- Supervises data processing operations to insure that the best interests of District are served. Maintains computerized accounting operations in accordance with USFR and with generally accepted accounting principles.
- Assists building administrators and staff in training on hardware and software applications as related to District financial data processing operations.
- Accepts from the superintendent such responsibilities as the superintendent chooses to delegate to him/her, and assumes full responsibility for discharge of same.
- Contracts for the annual audit of accounts subject to the Single Audit Act of 1984 and is responsible for the accuracy of data and the completeness of the report.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge school district rules, regulations, policies and procedures
- Knowledge of principles of federal and state accounting and financial reporting regulations, policies and procedures
- Knowledge of principles of management, supervision and training methods and techniques
- Knowledge of principles of Generally Accepted Accounting Standards practices and procedures
- Knowledge of computer financial management software programs and databases
- Knowledge of principles of grants monitoring and reporting practices
- Skill in reading, analyzing and interpreting financial records, reports and regulations
- Skill in developing and projecting budgetary expenses
- Skill in delegating, assigning and evaluating work performance of assigned staff
- Skill in managing multiple programs and departments
- Skill in written and oral communications
- Skill in establishing and maintaining effective working relationships

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's Degree in Finance, Business Management or related field; Master's Degree preferred
- Certified Public Accountant (CPA) designation desired
- A minimum of three years' experience in public school finance and business procedures.
- Any equivalent combination of training, education and experience that meets minimum requirements

Computer Proficiency: MS Office Suite, Accounting Software, Student Management Software, Food Service Point of Sale and Menu Planning Software, Security System Software, Maintenance and Transportation System software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds

safely and could occasionally lift or move up to 25 pounds.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.