

TITLE: BUSINESS MANAGER

QUALIFICATIONS

1. High school diploma
2. Post high school training in business, accounting, or secretarial skills preferred
3. Must be eligible to be placed under a fidelity bond
4. Previous experience as determined by the Board
5. Strong background in budgeting preferred, including an understanding of the principles and practices of financial accounting and reporting procedures consistent with Generally Accepted Accounting Principles (GAAP), federal and state law, administrative rules, and Board policy
6. Knowledge of accepted business practices, federal and state law, administrative rules, and Board policy governing school districts, including those related to administration, risk management, purchasing, transportation, food services, school plant operations, and facility planning
7. Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
8. Knowledgeable with computers, including word processing, data bases, spread sheets, and reports
9. Organizational, communication, and interpersonal skills
10. Self-motivated
11. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Superintendent and School Board

JOB SUMMARY

To maintain district financial records according to federal and state law, administrative rules, and Board policy.

MAJOR DUTIES AND RESPONSIBILITIES

Keep Financial Records

1. To assist in the operation of the district budget.
2. Assist the superintendent in the preparation of the annual district budget
3. Be responsible for the administration of all phases of the budget throughout the year
4. Assist the superintendent in developing budget guidelines
5. Keep accurate and detailed accounts of all financial transactions as prescribed by federal and state law, administrative rules, and Board policy
6. Accurately report the district's accounting and financial condition, including all revenues and expenditures, to the Board of Trustees, auditors, state and local sources, and patrons of the district
7. Assure that all financial and accounting records are maintained in conformity with Generally Accepted Accounting Principles (GAAP)

8. Accurately complete required financial and budgetary reports to the State Department of Education
9. Maintain the financial and employee management systems currently in place and update software and hardware as needed
10. Monitor all purchase orders to determine accuracy of information, including pricing and coding, and that money is budgeted in the correct category
11. Maintain a record of the daily balances in the cash accounts and oversee reconciling the general ledger cash balance to the monthly bank reconciliation
12. Monitor student account reports submitted by school secretaries for accuracy and timeliness
13. Assure that any fiscal year-end and calendar year-end file maintenance is completed
14. Monitor the property tax collections, prepare the reports, and calculate the yearly tax levies
15. Monitor the cash flow of the district and investments as specified by state statute and sound investment guidelines
16. Maintain financial data used to assist the Board negotiation team during the process of negotiations
17. Shall account for the deposit of all money of the district in accordance with the provisions of the public depository law

Manage Financial Transactions

1. Assume responsibility for the audit of all claims, invoices, and demands against the Board, and present them for Board approval and arrange for payment
2. Collects fees and other moneys due to the Board not payable directly to the treasurer and deposit such funds or transmit them to the treasurer for deposit
3. Serve as the official purchasing agent of the Board and be responsible for 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. Oversee the preparation of the payroll and ensure proper maintenance of records related to auditing requirements, tax laws, and employee benefits
5. Be responsible for implementing hospitalization, major medical, and other types of Boardapproved employee benefit plans
6. Be responsible for investment of Board funds in accordance with statute and Board policy
7. Assure that the district's payroll is properly processed and maintained in conjunction with all federal and state law, administrative rules, and Board policy
8. Calculate and monitor related activities including salary schedules, contracts, taxes, insurance, flexible spending, TSA's, garnishments, and all other deductions
9. Provide advanced warning of changes in expenditures or revenues as compared to the adopted budget
10. Assist the superintendent with the purchase of items of supply, equipment, maintenance, and construction necessary for the operation of the district using competitive bidding, informal quotations, estimates, and negotiation of price for services to be provided
11. Monitor social security, retirement, group health, and all other employee benefit programs; prepare applications and payments; and facilitate new employee sign-ups

12. Issue checks in payment of all bills approved by the Board
13. Keep a list of vendors and the amounts of the checks authorized to become a part of the district's records

Facilities/Operations

1. Oversee the operation and maintenance of all school facilities and supervise custodial, grounds, and maintenance services
2. Ensure that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained
3. Assist the superintendent in the development and implementation of a multi-year (three to five year) comprehensive maintenance plan and the district's long-range facilities master plan
4. Oversee the efficient operation of the district's food services program and student transportation program
5. Handle the business aspects of contracted transportation services
6. Assist the superintendent in projection of facility needs and oversee all construction programs
7. Help develop educational standards for sites, buildings, and equipment
8. Prepare cost data and cooperate with other facilities personnel during construction programs
9. Act as the agent of the Board in site acquisitions and in the sale/lease of property
10. Be responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies
11. Compile a list of bus drivers and substitute drivers and certification of the drivers' valid school bus driver's licenses and criminal background checks

Other

1. May be placed under a fidelity bond if required by the Board
2. Administer the district's insurance and risk management program
3. Receive of and process any Tort Claim Notices or lawsuits filed against the District
4. Keep the Board informed of activities and any issues that may arise
5. When assigned, attend district Board meetings and speak on assigned topics
6. Assure that district office personnel are cross-trained to fill in as the business manager in the absence of the business manager
7. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community
8. Schedule meetings with staff when needed
9. 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
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated periodically by the superintendent and/or School Board 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. § 33-508	Duties of the Clerk
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Printed Name

Date

Signature