

## **ASSISTANT BUSINESS MANAGER**

### **PROFESSIONAL QUALIFICATIONS:**

1. A four-year college graduate in the areas of accounting, business administration and/or business education.
2. Communication and inter-personal skills.
3. Understanding and knowledge of modern business procedures, including data processing.
4. Ability to manage and perform business functions.

### **QUALIFICATIONS:**

#### **Personal**

1. Should have a genuine interest and dedication to education.
2. Leadership ability that encourages good human relations and provides for effective staff progress through cooperative planning.
3. Broad knowledge of business office procedures and generally accepted accounting principles.
4. A general understanding of the educational program K-12.

#### **Organizational**

1. Ability to initiate and coordinate diversified activities.
2. Ability to write clear and concise reports.
3. Should be able to meet deadlines and solve problems.
4. Able to communicate effectively with the total school community.

#### **Personality and appearance**

1. Genuine sensitivity to people.
2. Ability to work well with others.
3. Stable personality not easily upset by the ripples of events.
4. Sense of humor.
5. Neat and well groomed appearance.

**PRIMARY FUNCTION:** The Assistant Business Manager shall assist the Director of Business and Administrative Services in developing, recommending, and administering approved programs for receipts, custody, and disbursements of funds, payroll and debt services. It shall be the responsibility of the Assistant Business Manager to assist in the developing and implementing accounting, internal auditing and budgetary control procedures for the District and such other responsibilities as may be assigned by the Director of Business and Administrative Services.

**MAJOR RESPONSIBILITIES:** The authority and responsibility of the Assistant Business Manager transcends all activities of the school district involving fiscal affairs and support services as designated by the Director of Business and Administrative Services and shall be directly responsible to the Director of Business and Administrative Services.

#### **Finance**

1. Maintaining perpetual physical inventories throughout the district – teaching supplies, maintenance and custodial supplies.

2. Monthly reconciliations of all cash accounts (cash management; special funds; ancillary accounts).
3. Preparing and maintaining bus scheduling for the district's transportation system.
4. Codification of daily deposit sheets and invoices/vouchers for payment.
5. Verification of batch document preparation for data processing.
6. Verification and examination of purchase orders and requisitions prior to approval.
7. Input verification and tallying for bid analyzing.
8. Assisting in the preparation of local, state and federal reports.
9. Controlling the recording of all tax deposits and the monitoring of procedures to be followed by local tax collectors.
10. Preparation of various schedules and data gathering for budget development.
11. Internal auditing of district petty cash accounts.
12. Materials handling – receiving goods and scheduling purchase orders for processing.
13. Preparation of General Fund emergency checks.
14. Preparing federal project quarterly reports, fiscal reports and expenditure reports.
15. Performing any and all other duties as assigned by the Director of Business and Administrative Services.

**Public Relations**

Assist the Director of Business and Administrative Services in maintaining a good school-community information service.

**PRIMARY RELATIONSHIPS:**

**Director of Business and Administrative Services:** Shall be accountable to the Director of Business and Administrative Services for assigned areas of responsibility and for fulfillment of the functions.

**Public:** Shall at all times present a positive image of the school district to the public.