

## **BUSINESS ADMINISTRATOR**

**Appointment:** Appointment of the School Business Administrator will be by the Board of Education upon the recommendation of the Superintendent.

**Role:** Under the supervision of the Assistant Superintendent for Administration:

1. Assists in carrying out various business functions.
  - a. Direct and supervise the clerical administrative details of the business office.
  - b. Direct, supervise, and implement the administrative details in school district operations in the following areas:
    - i. Budget
    - ii. Payroll
    - iii. Accounts payable
    - iv. Financial record keeping
    - v. Preparation of reports
    - vi. Preparation of financial analyses
2. Responsible for the administration of the school district data processing operations.
  - a. Direct, supervise, and implement the administrative and technical details in data processing.
  - b. Direct, supervise, and implement the administrative and technical details of data communications and computer networks.
3. Responsible for special school district studies and reports.
4. Responsible for school district's attendance.
5. Assist the Assistant Superintendent for Administration in his/her responsibilities.

**Duties:** The School Business Administrator is directly responsible to the Assistant Superintendent for Administration. He/She shall:

1. Directly supervise the business office clerical personnel in their daily duties.
2. Interview and recommend for employment the applicants for vacant positions in the business office.
3. Train new business office personnel in the details and execution of their responsibilities.
4. Annually evaluate the business office clerical staff:
  - a. Payroll Clerk; non-instructional employees
  - b. Payroll Clerk; instructional employees
  - c. Bookkeeper
  - d. Purchasing Clerk
  - e. Account Clerk/Typist
  - f. Internal Claims Auditor
5. Develop training materials and train the business office personnel in new or revised procedures as necessary and appropriate.
6. Analyze business office functions, determine operating needs, and plan work flow.
7. Supervise the preparation of financial reports to the Federal and State governments such as:
  - a. W-2 annual wage report
  - b. Annual report of FICA covered wages
  - c. Quarterly reports of FICA covered wages
  - d. Federal Tax and State Tax withholding reports
  - e. Quarterly State Income Reports
  - f. 1099-Miscellaneous Income reports
  - g. Quarterly teachers' retirement reports
  - h. Monthly employees' retirement reports
  - i. Unemployment insurance reports
8. Supervise the preparation of weekly accounts payable checks and reports.

9. Supervise the preparation of biweekly payroll checks and reports.
10. Supervise and/or prepare all the State Aid reports.
11. Assist the external auditors during the annual audit.
12. Assist in preparing specifications for purchases and bids.
13. Issue purchase orders in the absence of the Purchasing Agent.
14. Supervise and assist in the preparation of budget materials, prepare computerized budget reports, and assist in all the processes involved in budgeting.
15. Administer and supervise the data processing operations of the school district.
16. Manage strategic data processing operations by planning for future directions in both hardware and software and by keeping current with the latest technology and literature.
17. Direct and supervise the Systems Analyst/Programmer in his/her duties as:
  - a. Systems manager
  - b. Systems analyst
  - c. Programmer
18. Annually evaluate the work of the Systems Analyst/Programmer.
19. Administer, implement, diagnose, and, when feasible, repair the wide area network system.
20. Administer, implement, diagnose, and, when feasible, repair the ETHERNET local area computer network connecting the PDP 11/84 computer system with the MICROVAX computer system and 36 terminals.
21. Function as system manager for the MICROVAX computer system.
22. Function as alternate system manager for the PDP 11/84 computer system.
23. Direct, supervise, and, if necessary, provide training the systems users on:
  - a. Commonly used system utilities
  - b. Commonly used Digital Control Language (DCL) commands
  - c. Applications software
24. Develop and maintain Lotus 1-2-3/Symphony and other micro computer-based applications (such as Budget, State Aid, Cash Flow, etc.) as required.
25. Install, update, and maintain business office micro computer systems and layered software applications as required.
26. Prepare student population projections, population migration studies, and other related demographic studies.
27. Prepare the teacher absence report.
28. Prepare and present reports at staff meetings as requested.
29. Supervise the preparation of district school attendance reports.
30. Undertake special planning, research, evaluation, statistical analysis, collection and summarization of data as needed to aid in decision making.
31. Represent the Assistant Superintendent for Administration in contacts with the public or other employees when so directed.
32. Perform all such other duties as assigned by the Assistant Superintendent for Administration.