

Business/Operations Manager

QUALIFICATIONS:

1. Bachelor's Degree with educational background in Business Administration, Finance and/or accounting (Master's Degree preferred).
2. MSBO certification or eligibility for Chief Financial Officer preferred.
3. Minimum of five years successful work experience in school business administration or related field and supervisory capacity.
4. Thorough understanding of fund accounting.
5. Comprehensive knowledge and technical skills as related to areas of responsibility.
6. Although not required, experience with the following are a plus: Proven knowledge of Michigan school finance including requirements of 1022 Manual, budget planning and administration, fiscal administration of State and Federal grants, F.I.D., S.I.D., and GASB 34.
7. Extensive knowledge of laws, rules and regulations governing school finance.
8. Demonstrated above average past performance evaluations.
9. Extensive computer background and experience.
10. Good health, high moral character and good attendance record.
11. Demonstrated excellence in inter-personal communication skills and staff motivation. Polite, courteous and tactful with the public.

REPORTS TO: Superintendent of Schools

GENERAL JOB DESCRIPTION: The Business Manager is responsible for the management and accounting functions of the District's financial and physical resources for the purpose of maximizing the successful execution of the long-term educational program. The Director is responsible for development of annual and long-range budgets; current and long-term planning, accounting, and timely reporting of all financial matters. Significant areas of responsibility include accounting, payroll and benefits, purchasing, insurance, internal audit, and investment of funds.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the financial affairs of the district, including the handling of all funds, accounting and reporting procedures and long-range planning.
2. Assumes responsibility for supervision of Business Office personnel.
3. Ability to supervise the operations, transportation and food service departments at the discretion of the Superintendent.
4. Ability to maintain effective district-community relations and the ability to interpret the financial realities of the district to the community.
5. Consults regularly with the Superintendent and other appropriate district personnel on questions relating to the district's business and financial concerns.
6. Provides necessary financial data in a timely manner when requested by the Superintendent.
7. Ability to plan and monitor an accounting control system.
8. Develops fiscal year estimates of revenue and expenses for operating the school system as recommended by the Superintendent for the Board approval.
9. Ability to prepare revenue and expense data for the negotiation process.
10. Monitors all vouchers authorizing the expenditures of monies.
11. Ability to provide accounting services essential to the preparation, administration, supervision, and control of the budget.
12. Prepare and analyze all financial statements.

13. Supervises accounts payable, processes and procedures.
14. Supervises payroll preparation and dissemination.
15. Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
16. Prepares year-end pre-audit journal entries for all funds.
17. Responsible for cash flow monitoring, cash management and investment of funds.
18. Ability to ensure all district payments are made in a timely manner.
19. Direct all transactions involving the district tax levies.
20. Responsible for annual state aid borrowing.
21. Administers an effective program for accounting of all State and Federal Programs including all state and federal reporting and on-line submissions.
22. Supervises and maintains all district insurance programs (risk management).
23. Manages purchasing and bid procedures.
24. Performs such other tasks and responsibilities as assigned by the Superintendent.
25. Be responsible for the inspection, care, condition, appearance, repair or replacement of physical equipment, buildings, facilities, transportation and grounds; works with maintenance personnel and Transportation Supervisor to accomplish this function.
26. Assist in the organization and development of training programs for maintenance personnel.
27. Assist in the promotion of good safety practices and procedures.
28. Assist in planning cleaning and work schedules.
29. Recommend materials and supplies needed to immediate supervisor (see above) for purchasing.
30. Assist in development and operation of maintenance records and reports.
31. Keep abreast of new maintenance techniques and operation.
32. Serve as a source of information on areas involving buildings, grounds and transportation.
33. Provide leadership in supervising the maintenance and improvements of the District's buildings, grounds and transportation.
34. Work cooperatively with building principals in establishing priorities for maintenance and assignment.
35. Provide leadership and supervision in setting up and implementing a preventative maintenance program for the District.
36. Provide direction to all aspects of the District's buildings, grounds and transportation programs.

TERMS OF EMPLOYMENT: 12 months per year

SALARY: Negotiable

EVALUATION: Annually, by the Superintendent of Schools