

ASSISTANT SUPERINTENDENT FOR BUSINESS

PROGRAM OBJECTIVES: The Business Manager is directly responsible to the Superintendent and functions to coordinate and maintain those ethical business processes required for the efficient financial operation of the school corporation in accordance with the objectives and philosophy of the district and state codes and regulations.

MAINTENANCE PERFORMANCE OBJECTIVES:

- **Acting Superintendent** – Serve as “Acting Superintendent” in the absence of the Superintendent.
- **Personnel Supervision and Evaluation** – Supervise and evaluate the Director of Transportation, Director of Operations and Maintenance, the Financial Assistant, and any other personnel reporting to this office.
- **Fiscal Planning and Management** – Initiate and direct efficient and effective procedures and criteria for the coordination of the financial planning of the school corporation and prepare and submit a detailed written document which shall analyze the material and personnel needs of the district and translate these needs into \costs and revenue requirements which maximize the utilization of all available resources in an optimum cost manner.
- **Fiscal Activities** – Initiate and direct efficient and effective criteria and procedures for establishing and maintaining the accurate accounting, auditing, and reporting policies and regulations of all financial activities in accordance with state codes and regulations and the objectives and philosophy of the school corporation, and in a manner which will maximize the utility of such information by the Board of School Trustees and district administrators.
- **Annual Budget Preparation Presentation** – Assist, at the direction of the Superintendent, in preparing the annual formal budget document for submission to and approval of the Board of School Trustees and other legally designated agencies of the State of Michigan.
- **School Board Meetings** – Attend all regular and special Board of School Trustees meetings for the purpose of informing and interpreting all matters related to the financial operation of the school district.
- **Fiscal Procedures** – Establish and maintain efficient and effective criteria and procedures for the requisitioning, purchasing, receiving, inspecting, storing, recording, distributing, maintaining, and operating of all equipment and supplies (at optimum cost) in terms of meeting the stated purposes, objectives, and philosophy of the school corporation and the local and state codes and regulations.
- **Financial Report** – Prepare and submit by the second meeting of each month, to the Board of School Trustees, an accurately detailed current report of the financial operations of the school district.
- **Payroll** – Initiate and direct the efficient procedures and criteria for the accurate preparation and payment of all employees on a regular basis and all legally constructed payroll deductions as authorized by the Board of School Trustees and local, state, and federal codes and regulations.
- **Investments** – Establish and maintain effective procedures and criteria for the investment of inactive funds in such a manner as to yield the greatest return within the codes and regulations of the State of Michigan.
- **Budget Preparation** – Provide, upon request, consultation and assistance to all school personnel directly charged with the preparation of preliminary budget estimates for the various school programs.

- **Insurance** – Establish and maintain efficient and effective procedures and criteria for the appraisal and annual review of insurance needs of all buildings, grounds, facilities, and equipment, and make appropriate detailed written recommendations to the Superintendent.
- **Specifications** – Coordinate the planning and writing of educational specifications and the development of the design of construction documents for new construction and renovation of existing facilities.
- **Construction-Renovation** – Render, at the request of the Superintendent, assistance as directed in all financial matters pertaining to construction and/or renovation.
- **Records** – Establish and maintain efficient and effective procedures for the storage and retrieval of records, with appropriate security measures, in such a manner that they may be accurately and rapidly processed according to established procedures.
- **Reports** – Prepare and submit, according to established deadlines, all required and requested local, state, regional, and national forms and reports.
- **Public Relations Liaison** – Meet with individuals and groups, publicly and privately, for the purpose of discussing and interpreting the various aspects of the financial and business operations of the school corporation.
- **Annual Report to Superintendent** – Establish and maintain procedures and criteria for the periodic evaluation of all activities, policies, and procedures within the Business Manager’s Program and annually submit—in writing—a detailed report to the Superintendent by June 1.
- **Research and Development** – Establish and maintain efficient and effective criteria and procedures for research and development to constantly improve the operations of the Business Manager’s Program.
- **Personnel Assistance** – Call upon and request assistance from personnel as is appropriate in the performance of all responsibilities assigned.
- **Budget Accountability** – Be responsible for the efficient and effective operation of this program within the approved budget appropriations as adopted by the Board of School Trustees.
- **Forms** – Initiate and direct procedures and criteria for the review of all forms utilized in the Business Manager’s Program and for the purpose of simplifying and maximizing the processing all data and information.
- **Other** – Perform such other duties as assigned or requested by the Superintendent.