**BUSINESS MANAGER**

**QUALIFICATIONS: D**egree in Accounting/Finance/Business required; Experience in Accounts Payable and Purchasing; Background in Accounting; Ability to use various software packages

**REPORTS TO:** Director of Finance, Operations and Human Resources

**SUPERVISES:** Accounts Payable Specialist; Payroll Specialist; and Purchasing Specialist

**JOB GOAL:** To administer the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available. To assist the Director of Finance, Operations and Human Resources as directed.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in supervising the financial affairs of the District.

2. Assist in developing current budget consistent with Board policy.

3. Suggest potential ways of improving cost effectiveness of the District operation from a business operations perspective.

4. Assist in assembling long-range financial data.

5. Establish and supervise a program of accounting adequate to detail all money and credit transactions.

6. Supervise all accounting operations.

7. Supervise all payroll activity.

8. Assist in administering a budget control/reporting system consistent with Board policy.

9. Facilitate required audit of District’s fiscal activity.

10. Supervise the receipt and expenditure of District funds.

11. Provide timely reporting of income and expenditures for all funds.

12. Supervise reconciliation of all bank accounts authorized by the Board.

13. Supervise preparation of purchase orders and payment of bills.

14. Assist in preparing Board agenda information relative to business-related items.

15. Provide for annual appraisal of District buildings and movable equipment.

16. Assist in the publishing of:

 a) Required annual report of fiscal activity

 b) Notice of budget hearing

 c) Truth-in taxation hearing

17. Supervise reporting of workers’ compensation claims and unemployment claims.

18. Responsible for filing reports on a timely basis with the Michigan Department of Education related to:

 a) Special Education Expenses

 b) Transportation

 c) Food Service

 d) FID

 e) Title I

 f) Tuition

19. Assist the Director of Finance, Operations and Human Resources with other matters as requested.

**OTHER RESPONSIBILITIES:** Other responsibilities assigned from time to time as deemed necessary by the Superintendent.

**TERMS OF EMPLOYMENT:** Annual salary (July 1 through June 30). One-year contract.

**EVALUATION:** A performance evaluation of this position will be done by the Director of Finance, Operations and Human Resources on an annual basis.