**BUSINESS MANAGER**

**QUALIFICATIONS:**

1. Bachelor’s degree in education, business management, or accounting.
2. A minimum of four years of experience in one of the above fields, including at least one year of experience in a supervisory capacity.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:**

1. Business office personnel
2. Maintenance personnel
3. School Food Services personnel

**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.

**PERFORMANCE RESPONSIBILITIES:**

1. Manages the district’s insurance program.
2. Assumes responsibility for an accounting procedure adequate to record in detail all money and credit transactions.
3. Acts as payroll officer.
4. Supervises the collection, safekeeping, and distribution of all funds.
5. Purchases all supplies, materials, and equipment in keeping with the budget.
6. Supervises storage and distribution of supplies and equipment.
7. Supervises programs of plant maintenance and expansion.
8. Arranges for the internal auditing of school accounts.
9. Maintains an up-to-date inventory of school property.
10. Supervises all business office personnel.
11. Assists in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his jurisdiction.
12. Acts as the budget control officer.
13. Submits a monthly statement to the Board detailing the status of each appropriation item.
14. Compiles necessary statistical data for the preparation of the fiscal budget.
15. Acts as advisor to the superintendent on the school budget and all other business and financial questions.
16. Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds.
17. Completes applications for state and federal funds.
18. Furnishes bond in such form and amount as shall be determined from time to time by the Board, the cost of which will be assumed by the district.
19. Negotiates contracts involving special facilities and programs.
20. Provides an in-service training program for business office personnel.
21. Interprets the financial position of the district to the community at large.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Administrative Personnel.