**BUSINESS MANAGER**

**QUALIFICATIONS:**

1. High School Diploma with five years financial and business manager experience OR college degree in Business and Accounting, preferably two years experience.
2. Ability to maintain financial records and fiscal accountability.
3. Ability to communicate effectively with staff and community in all written and oral communications.
4. Ability to utilize and operate computers and software.
5. Ability to manage time effectively.
6. Ability to maintain confidentiality at all times.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Administrative office staff and building secretarial staff

**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. Supervise the management of the financial affairs of the schools.
2. Assist the Superintendent with budget development and long-range financial planning.
3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Manage the District’s investment of idle funds. (If there is another person as Treasurer, work with the Treasurer in the investment of District funds.)
6. Act as payroll officer for the District.
7. Supervise the collection, safekeeping, and distribution of all funds.
8. Manage the District’s insurance programs for both employees and property.
9. Assign duties to and supervise the work of the administrative office clerical staff.
10. Act as advisor to the superintendent on all questions relating to business and financial affairs of the District.
11. Assist in recruiting, hiring, training, supervising, and evaluating all clerical and financial personnel.
12. Arrange for the internal auditing of school accounts.
13. Approve vouchers and invoices.
14. Conduct cost analysis, financial, salary and wage, and fringe benefits surveys.
15. Obtain comparative prices and quotations for purchase and delivery of goods and services.
16. Determine employees’ placement on appropriate wage scales.
17. Manage all personnel records, including personnel files, teacher certificates, approval statements, sick leave, time cards, etc.
18. Distribute wage and tax statements to employees and files wage and tax statements with government agencies.
19. Maintain petty cash.
20. Manage the District’s tax-sheltered annuity program.
21. Work closely and cooperatively with independent auditors. Notify the Auditor of the State of the independent auditors contracted and supply copies of the audit to the State Auditor and Department of Education. Notify local media of completed audits, and have the audit report available for the public.
22. Maintain a daily teacher attendance log and the concomitant records for substitute teachers.
23. Administer the early retirement program and retired employees insurance.
24. Available to answer staff questions regarding the Board policy.
25. Available to undertake any other assigned tasks from the Superintendent or Board of Education.

**TERMS OF EMPLOYMENT**: Twelve month contract. Salary and work year as per Board policy.

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