**BUSINESS MANAGER**

**REPORTS TO:** Superintendent

**DEPARTMENT:** Business Office

**PRIMARY PURPOSE:** Direct and manage the operation of all financial and business affairs of the district including accounting, purchasing, data processing, and other miscellaneous services. Provide managerial direction and coordination under board policy guidelines to several key district functions and serve as the chief financial adviser to the superintendent and board of trustees.

**QUALIFICATIONS:**

1. Minimum Education/Certification: College graduate, major in Accounting, Business, Finance or Business Education
2. Special Knowledge/Skills:
   1. Advanced technical knowledge of school finance, budgeting and accounting systems, and economics.
   2. Ability to manage and coordinate diverse district functions through others.
   3. Working knowledge of data processing systems and financial applications.
   4. Excellent communication skills desired.
3. Minimum Experience: Three years of school experience.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Instructional Management: Ensure that business operations are supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.

School/Organizational Climate:

* Develop long- and short-range objectives and goals for the business operation of the school district.
* Provide for an effective two-way communication with staff, community, media, and board.
* Keep the superintendent informed on the business affairs of the district.
* Develop and maintain positive staff morale with the business office.

School/Organizational Improvement

* Plan and conduct needs assessments for growth and improvement of the district business operations.
* Ensure that the mission of the business office supports the mission of the district.
* Work with district personnel in projective student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.

Personnel Management:

* Define and evaluate job performance expectations of subordinate staff.
* Develop training options and/or improvement plans in the development of staff to ensure the best operation of the department.

Administration and Fiscal/Facilities Management

* Keep informed of and comply with all state and district regulations and policies concerning public education administration.
* Provide leadership and management for purchasing, accounting, data processing, budget hearings, bond issues, debt management, investments, and other programs.
* Provide leadership to achieve cost-effective practices throughout the district.
* Provide leadership in compiling district, campus, and program budgets and cost estimates; prepare and submit financial reports.
* Direct the district’s risk management and insurance programs.

Student Management:

* Demonstrate support for the district’s student management system and expected behavior related to operational aspects of the district.

Professional Growth and Development

* Use information and insights provided through assessment instruments,
* district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
* Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
* Observe professional and ethical standards of behavior in accordance with the state education department code of ethics.

School/Community Relations

* Articulate the district’s mission to the community and solicit its support in realizing the mission.
* Demonstrate awareness of district/Community needs and initiate activities to meet those identified needs.

**SUPERVISORY RESPONSIBILITIES:** Supervise and evaluate the performance of assigned personnel: staff accountant, secretary, accounts payable coordinator, payroll coordinator, accounting specialist, purchasing coordinator, and PBX operator.