**BUSINESS MANAGER**

**REPORTS TO:** Superintendent

**SUPERVISES:** K-12 food service director and program; district maintenance program and foreman; district transportation program and director; and all business office personnel.

**WORKS WITH:** Business office personnel, maintenance supervisor, transportation supervisor, other administrators, and classified staff.

**QUALIFICATIONS:** Bachelor’s Degree in business administration; five (5) years of experience in school administration or related field.

**TERMS OF EMPLOYMENT AND HOURS OF DUTY: 1**2 month contract; 8:00 am to 5:00 pm.

**JOB SUMMARY:** Prepares, recommends, implements, and administers the financial affairs of the K-12 district.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs all duties of business manager as required by the district and state including:
   1. Budget development and implementation
   2. Act as the district purchasing agent
   3. Receipt and disburse district monies and expenditures
   4. Supervise personnel functions including payroll, payroll deductions, and employee benefit programs
   5. Supervise risk management for the district
   6. Supervise rental of district properties
   7. Prepare bid specifications
   8. Secure advice on the procurement and sale of bond and capital outlay certificates
   9. Recommend capital outlay plans
   10. Oversee the system of accounting for all district land, building, property, and equipment
2. Supervise the K-12 food service program, district maintenance, and district transportation programs
3. Act as clerk for the board and maintain accurate written records of school board meetings and publish those minutes as required by statute
4. Serve the board as a member of the district negotiating team

**PHYSICAL DEMANDS:**

**ENVIRONMENTAL DEMANDS:**

**EVALUATION:** Performance of this job will be determined in accordance with provisions of the evaluation policy and procedures of the board of education.

**BOARD RELATIONS:** Provide information to board members upon request and attend all committee, regular and special board meetings as requested by the superintendent or his designee.

**PUBLIC RELATIONS:** Presents a pro-active and positive image of the school, students, and staff and fosters the district mission of *enabling all students to succeed in an ever-changing world.*