**Business Manager**

**QUALIFICATIONS:**

* Bachelor’s degree with educational background in Business/Office Administration and/or accounting.
* Five year’s successful work experience in related field and supervisory capacity.
* Successful experience in educational institution work and familiarity with Michigan Public Accounting preferable.
* Demonstrated above average past performance evaluations.
* Extensive computer background and experience.
* Able to meet certification requirements as Chief Business Official in State of Michigan.
* Good health, high moral character and good attendance record.
* Polite, courteous and tactful with the public.
* Such other qualifications as the Board of Education deem acceptable.

**REPORTS TO:** Assistant Superintendent of Schools

**JOB GOALS:** Administer the business affairs of the school district in order to provide the best possible educational service with the financial resources available. Directs development of annual and long-range budgets; forecasts revenues; prepares cost analysis; lists of options; and impact statement; prepare regular financial reports, and makes necessary adjustments to the budget.

**PERFORMANCE RESPONSIBILITIES:**

* Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures and long-range planning.
* Assumes responsibility for supervision of Business Office personnel.
* Ability to maintain effective district-community relations and interprets the financial concerns of the district to the community.
* Consults regularly with the superintendent and other appropriate district personnel on questions relating to the district’s business and financial concerns.
* Provides necessary financial data in a timely manner when requested by the Superintendent.
* Ability to plan and monitor an accounting control system.
* Develop a fiscal year estimate of revenue and cost for operating the school system as recommended by the Superintendent for the Board approval.
* Ability to prepare revenue cost data for the negotiation process.
* Monitors all vouchers authorizing the expenditures of monies.
* Ability to provide accounting services essential to the preparation, administration, supervision, and control of the budget.
* Prepare and analyze all financial statements.
* Supervises accounts payable, processes and procedures.
* Supervises payroll preparation and dissemination.
* Ability to make a full and complete itemized report of the finances of the district to the Superintendent at the close of each school year.
* Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
* Recommends policy and procedural changes in the areas of cash management and investments.
* Ability to insure all (School District) payments are made in a timely manner.
* Direct all transactions involving the district’s levy, valuation changes and details regarding D.D.A., T.I.F.A and tax appeals.
* Responsible for opening, closing and monitoring all checking and savings accounts of the district.
* Ability to manage all trust funds of the district including allocation of interest and processing of all awards and scholarships from the funds.
* Ability to manage daily cash flow and oversee the investment and cash receipt functions.
* Ability to administer a program for processing supplies and equipment, maintaining inventory control and stockroom requisitions.
* Ability to maintain control over all debt retirement and building site funds.
* Administers an effective program for accounting of all State and Federal Programs.
* Ability to computerize the entire Business Office process to meet the demands of the district in an organized, efficient manner.
* Responsible for all information regarding the Fourth Friday Count and Child Accounting data and required reports.
* Performs such other tasks and responsibilities as assigned by the Superintendent or Assistant Superintendent.
* Ability to supervise and maintain district insurance coverage policies.
* Attend all meetings required.
* Ability to assist in bidding process for various purchases when required and appropriate.

**TERMS OF EMPLOYMENT:** 12 months per year

Eight (8) hours per day

 Per Support Staff Compensation Guide

**EVALUATION:** Annually, by the Assistant Superintendent of Schools