

Bouse Elementary School District #26

Position Description

JOB TITLE:	BUSINESS MANAGER
REPORTS TO:	Superintendent
FLSA STATUS:	Non-Exempt
SUPERVISORY DUTIES:	No
APPROVED ON:	4/11/2011

SUMMARY: The Business Manager shall have the responsibility to the school district to ensure proper expenditure of all funds in accordance to grant agreements. Maintenance of complete and accurate accounting records in compliance with government regulations and standards. The Business Manager is responsible for providing the auditors with documentation which supports balances recorded in financial statements. Additionally, the Business Manager is responsible for submitting quarterly and year end reports. Timely filing of reports and accurate records ensures continuity of subsidy payments and a stable cash flow. Must have a strong emphasis on the budget development process along with short and long term planning. Assists with budget development and oversight to include developing, analyzing, and providing assistance, and making recommendations to ensure compliance to district policies and processes.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensure that the accounting procedure within the school system meet all federal, state, and local requirements.
- Develop all District and financial reporting, including but not limited to monthly Board financial reports to administrator and annual financial reports required by the state of Arizona.
- Oversees the collection of all revenues, monitor cash flow of all District funds, and invest excess funds in accordance with Board policy and state statutes.
- In collaboration with the superintendent, develop, implement, and oversee the annual school district budget.
- Endure that all student activities accounts operate in accordance with Board Policy and proper accounting procedures.
- Oversee a payroll system meeting all federal, state, and local requirements.
- Prepare revolving fund receipts and prepare bank deposits and deposit weekly.
- Maintain a purchasing system that makes optimum use of District funds and updates the purchase order system with current encumbrances.
- Generates Requisitions and blanket purchase orders.
- Maintains personnel files including employee leave time.
- Maintain a risk management program of the District including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.
- In collaboration with the Food Services Supervisor, oversee the school food service program, including purchasing, filing appropriate federal and state reports, and collection of revenue.
- Assure that all financial, enrollment, food service, and state/federal grant audits are conducted as required by state and federal regulations.
- Supervise the preparation of bids and bid specifications (RFP's) and receive and open bids; tabulate results and prepare written recommendations as appropriate.

- Balance/maintain all district checkbooks, revolving accounts, students activities, food service clearing account.
- Manage the District's insurance programs.
- Responsible for the completion and maintenance of all state and federal grants.
- Maintain the stewardship and general fixed assets list.
- Complete the SDER Annual Report.
- All other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School graduate and experience in accounting, finance or related field.
- Alternatives to the above qualifications as the District Administrator may find appropriate and acceptable.
- Finger Print Clearance Card.

Computer and Technology Proficiency: Strong knowledge and ability with Microsoft Excel, Access and Word, Visions and Enterprise Software programs.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job physical exertion is not always required to perform all aspects of the job. Assistance is available to perform physically demanding tasks if needed. Work involves sitting for extended periods of time, moving from one location to another, reaching, stooping, climbing, bending, holding and grasping. Visual weakness must not prohibit performance of job duties. Verbal communicative ability may be required of public contact positions.

WORK ENVIRONMENT:

Indoors environment. The noise level in the work environment is generally moderate and may become excessively noisy at times. Will have contact with students, staff and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.