

# **SOUTHLAND PUBLIC SCHOOLS**

## **BUSINESS MANAGER POSITION DESCRIPTION**

**TITLE:** BUSINESS MANAGER

**SUMMARY:**

The Business Manager is responsible for the fiscal management of the school district; operations of the business office; and for providing the Superintendent and Board of Education with timely financial information.

**QUALIFICATIONS:**

- Four-year degree in Accounting, Organizational Management or Business Administration in preferred
- Previous school finance experience preferred
- Two years financial or business experience, preferably in management and/or accounting
- Effective written and verbal communication skills
- Strong sense of personal and professional ethics, including the ability to maintain confidentiality at all times.
- Effective time management and organizational skills with desire to learn
- Not-for-profit organization business experience
- Expert working knowledge of various computer platforms and the ability to operate finance and payroll software systems; as well as Microsoft word processing, Excel spreadsheet and PowerPoint presentation programs.

**REPORTS TO:** Superintendent of Schools

**DUTIES & RESPONSIBILITIES:**

1. Assumes responsibility for an accounting procedure adequate to record in detail all money and credit transactions, insuring compliance with State and Federal (GASB) accounting standards.
2. Assist the Superintendent and School Board with budget development and long-range financial planning.
3. Prepares estimated annual Revenue and Expenditure budgets for all funds for School Board approval, as directed by the Superintendent or School Board.
4. Approves purchase orders and/or vouchers in preparation for payment and in accordance with the annual budget. Responsible for UFARS system code building, maintenance, & reports.
5. Provides fiscal assistance to building principal (s) and department supervisors in control of their buildings-based or department-based budgets. Provides an annual budget timeline for principals, supervisors and teachers for the areas of capital outlay, curriculum/instruction and technology.

6. Supervises the collection, safekeeping and distribution of all funds and oversees the investments of excess school funds, as they become available. Prepares cash flow analysis and documents for aid anticipated borrowing, when needed.
7. Supervises all purchases regarding supplies, materials and equipment in keeping with the budget, and the asset management program.
8. Arranges for the internal auditing of school accounts and works directly with audit firm in preparation of annual audit.
9. Manages the district's property, casualty, workers comp and liability insurance.
10. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the District.
11. Serves as the District Human Resource Manager. Assists in recruiting, hiring, training, supervising and evaluating all clerical and financial personnel. Assists with the hiring of other personnel as requested.
12. Obtains comparative prices and quotations for purchase and delivery of goods and services and provides salary benefits data/analysis to the negotiation teams.
13. Assist with grant programs, including SERVS & other state programs for management and accounting.
14. Works closely and cooperatively with independent auditors. Notify the State Auditor 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.
15. Responsible for processing of school district payroll. Prepares and files Federal and State Tax Deposits, Federal and State Quarterly Wage Reports and Unemployment MDES Reports as required by law.
16. Conducts cost analysis, financial, salary and wage, and fringe benefits surveys. Provide technical and analytical support for the negotiation process for all unions and groups. Directly participates in the teacher, support staff, confidential and management group negotiation process.
17. Prepares deduction checks for payroll vendors, maintains deduction records and ensures federal/state compliance in the district's deferred compensation TRA/PERA and tax sheltered annuity programs.
18. Distributes wage and tax statements to employees and files wage and tax statements with government agencies.
19. Manages the District tax-sheltered annuity, deferred compensation and post retirement health care savings programs.
20. Is available to undertake any other assigned tasks from the Superintendent or Board of Education.
21. Attends school board meetings, and committee meetings as requested by the Superintendent or School Board.
22. Prepares Levy Certification Reports and presents information to the School Board to assist in the Truth in Taxation process.
23. Supervises staff members in duties related to and responsible for student enrollment monitoring and reporting (MARSS) and staff monitoring and reporting (STAR) as required by the state and federal agencies.
24. Directs and supervises, through the department manager/coordinator, the food service program.