

Foresthill Union School District

Business Manager

Full Time | 210 Day Contract

Salary Range: \$115,000 - \$150,536

8 hours/day, Monday – Friday 40 hours/week

JOB SUMMARY

Serves as Manager of the Business Office and associated operations. Coordinates mission, operations and information flow in support of educational staff and students. REPORTS TO: District Superintendent

QUALIFICATIONS

- Bachelor's Degree in business administration/ finance/ management or accounting preferred
- 5 years of progressive school business management/accounting experience

SCOPE OF RESPONSIBILITIES

- Financial Planning and Budgeting
- Accounting Services
- Purchasing
- Insurance / Risk Management
- Facilities Services
- Food Services
- Program Management

ESSENTIAL FUNCTIONS - The Business Manager has the following essential functions:

1. Financial Planning and Budgeting
 - Develop budget, coordinate preparation of the budget, assist administrators in budget review.
 - Utilize program budgeting procedures in preparing the District budget.
 - Coordinate the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board.
 - Submit periodic statements to the Board detailing the status of the budget appropriation.
2. Accounting Services
 - Establish / supervise a program of accounting and reporting of District financial affairs.
 - Establish controls for the transfer of budgeted funds, as requested by program directors, department heads, and school administrators.
 - Prepare financial reports as required by state and federal agencies.
 - Prepare financial reports to record data and provide information for management decisions.
 - Appraise existing accounting/finance policies and procedures as to adequacy and effectiveness.
 - File a financial report annually for audit by an independent certified public accountant.
 - Coordinate the programs of outside auditors.
 - Implement audit suggestions on a timely basis.
 - Process invoices and receipts and prepare Town Treasurer Reports on special revenues, such as community use of building charges, summer school, tuition students, etc.
 - Complete, monitor, and report the activities applicable to state and federally funded activities.
 - Prepare District-wide plan for management of internal funds (school activities, SBA, etc).
3. Purchasing
 - Coordinate purchase/maintenance/inventory of supplies/equipment for offices and instruction (textbooks, library, music, and other material aids excluded)
 - Develop and administer a program for securing contracted services.
 - Direct the purchase, by competitive bidding, informal quotations, and negotiation, of items of supply, equipment, and contracted services necessary for the operation of the district.
 - Review or prepare bidding documents, including notice to bidders, instruction to bidders, specifications, and the form of proposal.
 - Develop a fixed asset inventory for insurance and control purposes.

4. Transportation
 - Develop and administer transportation program and budget.
 - Develop recommendations for future transportation needs based on forecasts of resident students.
5. Personnel Administration
 - Supervise the staff accounting, payroll, and all related data in the area of personnel administration; i.e., keeping the needed information concerning the number of personnel, dollars involved with such personnel, and all other related data concerning professional / support staff.
 - Verify employee services and prepare special reports required for income tax, social security, and other special withholdings.
 - Prepare pertinent fiscal data for negotiations, including data relevant to benefit programs.
 - Assists in the selection and revision of employee health insurance programs.
6. Office Services
 - Establish record keeping/records maintenance procedures that audit / legal requirements demand.
 - Maintain standard operating procedure manuals for effective workflow.
 - Review form design and update form requirements as needed.
 - Provide administrative office services dealing with telephone, postage, and office equipment operation, general mail receipt and distribution, including courier service for interschool mail, and centralized copying/duplicating services.
7. Insurance - Coordinate student, workers' comp., liability, automobile, and property insurance.
8. Facilities Services -Oversee, through M & O Lead, a program of plant operation and maintenance; security and property protection; and community use of school facilities.
9. Food Services - Administer, through Cafeteria Lead, the school lunch program, and cafeteria services.
10. Program Management
 - Develop a comprehensive plan for the operation of the total school business services program.
 - Delegate the authority necessary to accomplish department functions.
 - Implement and observe all District policies.
 - Develop and operate a management control system that monitors department activities.
 - Effectively communicate with staff regarding issues involving the educational program and the furnishing of support services to all levels of the school system.
 - Coordinate / communicate support services activities with the appropriate local and state agencies.
 - Provide leadership in assessing and providing for support services staff development needs.
 - Provide continuous evaluation of support service programs.
 - Keep abreast of issues / trends in the areas of school business administration through literature, participation in school business officials associations, and attending workshops and seminars.
11. General Administration
 - Act as advisor to the Superintendent concerning financial affairs and matters of general importance to the educational program.
 - Serve as the District's Right-to-Know Officer.
 - Provide necessary business services in cooperation with the instructional activities of the District.
 - Participate in the decision-making and policy development processes within the system.
 - Participate constructively in professional meetings with administrative staff and colleagues.

MISCELLANEOUS RESPONSIBILITIES - The Business Manager shall also perform all other duties as directed by the Superintendent of Schools; and engage in professional learning as necessary to effectively perform all responsibilities of the position.

WORK ENVIRONMENT

- Office, schools, meeting, and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- The position is in well-lighted and well-ventilated school buildings.

ATTENDANCE - Regular attendance is required. Persistent absence/leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- Frequent travel to district facilities;
- Frequent walking throughout various areas;
- Often sitting at a desk for extended periods;
- Standing for limited periods of time;
- Frequent bending, stooping, twisting, reaching, grasping, sitting and typing;
- Moderate moving from 15 to 50 pounds;
- Some carrying – up to 50 pounds;
- Manual dexterity to use office equipment; and
- Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- Visual acuity to read correspondence and a computer screen;
- Auditory acuity to be able to use telephones; and
- Ability to speak clearly and distinctly.

TEMPERAMENT

- Must appropriately handle confidential information as required by State and Federal regulations;
- Must be courteous and able to deal effectively with people;
- Must be able to work as a member of a team;
- Must be able to be cooperative, congenial, and service-oriented; and
- Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- Ability to follow written and verbal directions and give direction to others;
- Ability to complete tasks with minimal supervision;
- Ability to read, write and do complex computations;
- Ability to use correct grammar, sentence structure, and spelling;
- Ability to organize settings to efficiently accomplish tasks;
- Ability to work independently and make work-related decisions;
- Ability to exercise good judgment in prioritizing tasks; and
- Ability to communicate effectively.

LICENSE - Valid Driver's License

COMMENTS

- The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions, as jobs are analyzed and modified.
- The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.

- The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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

Board Approved 8/15/2022