

## **Staff Position (Job Description)**

**GDAF-R**

Job Title: Business Manager

### Qualifications:

1. Demonstrates ability in management of business affairs.
2. A high school education with some work beyond high school in accounting.
3. Able to be bonded.
4. Any other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

### Terms of

Employment: Twelve-month work year with an annual contract. Salary and fringe benefits established by the Board. A six (6) month probationary period shall be observed.

Supervises: Central office clerical personnel

Job Goal: To provide efficient management of the school district's fiscal resources.

### Performance Responsibilities:

1. Acts as purchasing agent, chief accountant, budget officer and general supervisor of the district's central office.
2. Accounts for and disburses school district funds.
3. Processes all purchase orders.
4. Performs the duties of secretary to the Board.
5. Supervises monthly payroll—prepares retirement, social security and insurance reports.
6. Reconciles all bank accounts maintained by the Board.
7. Supervises state reporting systems – food services, transportation, foundation, workmen's compensation, etc.
8. Provides monthly accounting of all income and expenditures.
9. Supervises and maintains federally funded programs – financial accounting and reporting.
10. Supervises development of monthly and annual financial reports as required for the district, county and state.
11. Supervises and prepares reports to school district principals concerning status of accounts, guards against overspending and prepares budget control reports for superintendent and Board.
12. Acts as advisor to the superintendent on the school budget and all other business and financial matters.
13. Assists in budget development and financial investments for the district.
14. Supervises and prepares claims for district health and accidental insurance accounting.
15. Maintains teacher cumulative files and records.
16. Consults with superintendent on questions relating to district business affairs and financial matters and performs additional duties as assigned.

Evaluation: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of support staff.