

# Business Manager

TITLE: BUSINESS MANAGER

## QUALIFICATIONS:

- A. High school diploma.
- B. Post high school training in business, accounting, or secretarial skills preferred.
- C. Knowledgeable with computers (word processing, data bases, spread sheets, reports).
- D. Previous office experience preferred.
- E. Self-motivated.
- F. Strong background in budgeting preferred.
- G. Ability to maintain open and confidential communication with Board members, district staff, and the public.
- H. Excellent public relations and communications skills.
- I. Excellent organizational skills.
- J. Ability to maintain accurate and precise records according to district policy and Idaho law.

## PRIMARY

RESPONSIBILITY TO: Superintendent

JOB SUMMARY: To budget and maintain district financial records according to district policy and Idaho law.

## MAJOR DUTIES AND

RESPONSIBILITIES: BUSINESS MANAGER

- A. Acts ethically and confidentially in all aspects of employment.
- B. Knows and follows school district policy and chain of command.
- C. Accurately report the school district's accounting and financial condition/records to the board of trustees, auditors, state and local sources, and patrons of the school district. This includes revenues and expenditures for all school district funds.

BUSINESS MANAGER

- D. Assure that all financial and accounting records are maintained in conformity with generally acceptable accounting standards.
- E. Accurately complete reports to the State Department of Education relative to the financial and budgetary position of the school district. Such reports would include, but not be limited to, annual reports, quarterly cash reports, and data acquisition manual requests.
- F. Assist the superintendent in developing budget guidelines, coordinating preparation of the budget and monitoring the budget after it is developed and approved.
- G. Provide advanced warning of changes in expenditures or revenues as compared to the adopted budget.
- H. Assist the superintendent with the purchase of items of supply, equipment, maintenance, and construction necessary for the operation of the school district using competitive bidding, informal quotations, and estimates and negotiation of price for services to be provided.
- I. Maintain the financial and employee management systems currently in place and update software and hardware as increased efficiency dictates change.
- J. Monitor all purchase orders to determine accuracy of information (including pricing and coding) and that money is budgeted in the correct category.
- K. Maintain a record of the daily balances in the cash accounts and oversee reconciling the general ledger cash balance to the monthly bank reconciliation.
- L. Prepare adjusting journal entries as needed.

- M. Monitor student account reports submitted by school secretaries for accuracy and timeliness.
- N. Assure that any fiscal year-end and calendar year-end file maintenance is completed.
- O. Prepare payroll each month.
- P. Monitor the property tax collections, prepare the reports for the county and calculate the yearly tax levies.
- Q. Monitor the cash flow of the school district and investments as specified by state statute and sound investment guidelines.
- R. Maintain financial data used to assist the board negotiation team during the process of negotiations.
- S. Assure that district office personnel are cross-trained to fill in as the business manager in the absence of the business manager.
- T. Shall account for the deposit of all money of the school district in accordance with the provisions of the public depository law.
- U. Monitors social security, retirement, group health, and all other employee benefit programs and prepares applications and payments.
- V. Facilitate new employee sign-ups.
- W. Schedule meetings with staff personnel when needed.
- X. Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community.

Z. Responsible for investment of district funds.

BUSINESS MANAGER  
Page 4

AA. Responsible for processing resignations and retirements, PERSI separation forms as well as insurance companies.

BB. Perform other duties as may be assigned.

EVALUATION:

Performance of this position will be evaluated periodically by the superintendent in conformance with district policy.

TERMS OF  
EMPLOYMENT:

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the District so long as the employment continues.

Adopted: