

## **SCHOOL BUSINESS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for management and coordination of the business affairs of a school district. These activities may include purchasing, inventory control, budgeting, accounting, risk management & insurance programs, human resources & labor relations, information management, transportation, and food service. Work is performed in accordance with established policies under the direction of the chief school officer. Considerable leeway is permitted for the exercise of independent judgment. Supervision is exercised over a large number of staff working in various departments of the operation.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Establishes accounting records and procedures to conform to district policy, state, and federal requirements;

Implements procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;

Supervises the collection of revenues by establishing procedures for district tax collector, treasure, and assigned personnel;

Makes fund transfers between accounts to cover unanticipated expenditures when authorized;

Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies;

Supervises the preparation and transmittal of financial or other reports and records;

Prepares a variety of special reports on district operations at the request of the Board, Superintendent,

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state, or federal agencies;

Supervises the preparation of monthly internal financial reports;

Provides information and assistance to the district treasurer for preparation of the annual financial report;

Reviews and consolidates budget requests and revenue sources to prepare and develop the budget document;

Provides information about the tentative budget to school board, community groups, and media sources;

Makes recommendations for budget cuts;

Establishes policies and guidelines to implement district procedures for such things as purchasing, capital improvements, facility maintenance, security, safety, preventive maintenance, staff development, labor relations, insurance, risk management, data management, food service, transportation, or other matters as delegated;

May schedule and participate in periodic staff inspections of district facilities;

Prepares long and short term financial plans for use by administrators;

Develops monthly cash flow statements to aid in determining cash available for investment and/or borrowing needs;

Identifies investment instruments and obtains quotations on interest rates;

Prepares reports on the liability, real and personal property, and other covered losses to carrier and to the school board;

Conducts interviews and recommends appointments in the classified civil service;

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Conducts labor negotiations or assists labor negotiator by providing financial or other data needed in the collective bargaining process;

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the techniques used to monitor expenditure of funds; thorough knowledge of business administration procedures; thorough knowledge of accounting methods and principals of budgeting; good knowledge of financial matters relating to the administration of school business; thorough knowledge of the techniques used to solve financial problems; thorough knowledge of debt and investment management ; good knowledge of the principles, practices, and laws pertaining to employer-employee contract development and administration; good knowledge of the principles of personnel supervision; good knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; basic knowledge of the principles of data management including familiarity with software used by the district; ability to provide direction and supervision to a large subordinate staff, including subordinate supervisors; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations, and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; skill in organizing and consolidating narrative and tabular information into clear and logical fiscal plans; demonstrated skill in communicating effectively both orally and in writing; skill in human and public relations; good judgment; integrity; thoroughness; dependability;

### MINIMUM QUALIFICATIONS: Either

(A) Possession of a masters degree in business administration, public administration, accounting,

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business education, or a related field, and two years of acceptable business administration experience including accounting and budgeting, one year of which shall have involved the supervision of others; or

(B) Possession of a bachelors degree in business administration, public administration, accounting, business education, or a related field, and four years of acceptable business administration experience including accounting and budgeting, one year of which shall have involved the supervision of others; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.