

**POSITION DESCRIPTION**  
**Winslow Residential Hall**

**TITLE:** *Business Manager*  
**Schedule Terms:** **12 months**  
**Salary Classification:** **Certified - FLSA Exempt**

**LIVING AND WORKING CONDITIONS:** Indian Preference Policy. Preferences in filling vacancies are given to qualified Indian candidates of Native American descent in accordance with regulation under P.L. 100-297. Verification Form BIA-4432 must be submitted with application if claiming Indian Preference eligible. This position must comply with all required regulations established by the Navajo Preference in Employment Act (NPEA).

**GENERAL STATEMENT OF RESPONSIBILITIES:** The position plays an integral role in providing a service-oriented relationship with all departments. The primary responsibility is to assure a smooth and efficient operation of the accounting and business office functions, including but not limited to bookkeeping, payroll, employee benefits, property management, general office administration, facility management and food service department.

**PRINCIPAL DUTIES:**

- Provides supervision in the absences of the Executive Director when delegated;
- Provides administrative support to the Executive Director, supervisors and the Governing Board;
- Performs required tasks in all financial functions of the Winslow Residential Hall program including budgets, fiscal accounting, investments, bookkeeping, checking, payroll, accounts receivable, accounts payable, deposits, reconciliations and fiscal reporting;
- Ensures compliance with internal control procedures;
- Prepares annual and special reports for management as required;
- Establishes and maintains a financial record keeping system in accordance with Winslow Residential Hall Governing Board policies, state, federal, tribal laws and regulations;
- Set annual budgets with all departments supervisors;
- Provides or arranges for training of business office personnel;
- Ensures compliance with governing board policies regarding purchasing procedures and governing board travel;
- Reviews and processes approved purchase requisitions and purchase orders;
- Monitors expenditure budget activity to ensure that budget limits are not exceeded;
- Attends governing board meetings as required;
- Prepares documents and reports necessary for funds management, audits and program requirements;
- Assists Executive Director in preparations of special financial reports as needed;
- Reconciles monthly financial accounts statements;
- Prepares and submits data to auditors as required;
- Submit request for proposals (RFP) via newspapers;
- Participates in professional development training and in-service programs as required;
- Ensures compliance with governing board policy Article XIII, Section 13.0 – 13.03 – Accounting Procedures;
- Ensures compliance with governing board policy Section 12.19 – Storage and Disposal of Property;
- Conducts performance evaluations of business office personnel in accordance with governing board policies;
- Assists in the hiring and screening process of new employees;

- Performs background checks and clearance;
- Reviews insurance plans;
- Performs other duties as assigned.

**QUALIFICATIONS:**

**ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:**

- Bachelor's Degree in Business Management;
- Must be computer literate;
- Must be able to knowledge of peripheral dormitory operation;
- Must have high level organizational and planning skill;
- Must have effective communications skills;
- Must be able to work well with staff and public;
- Must be able to effectively conduct research to compile reports as needed;
- Must have knowledge of the COOP, SOP, HazCom and the Emergency Response Guide;
- Ability to obtain first-aid and CPR certification;
- Must possess valid Arizona driver's license; 4 years clean driving record;
- Must have current Arizona and Navajo Nation motor vehicle driving record on file;
- Must pass criminal background checks by state, federal and Navajo Nation;
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms prior to employment.

**PHYSICAL REQUIREMENTS:**

**COMMITMENT AND DEPENDABILITY:** Willingness to be an integral member of a successful team; dedication to provide the highest level of service to the residential hall.

**PERFORMANCE EXPECTATIONS:**

**TIME MANAGEMENT:** Routine work with limited supervision provided by administration.

**PUBLIC CONTACT:** Interacts primarily with employees and consultants.

**RESPONSIBILITY:** Must use own initiative and judgment in performing job; responsible for keeping adequate amounts of supplies, materials and other related office items in inventory.

**EVALUATION PROCEDURE:** In accordance with provisions specified in the Governing Board policy.

**SUPERVISION RECEIVED:** Executive Director.

**SUPERVISION GIVEN TO:** Accounting Payable Technician

### **CERTIFICATION**

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Winslow Residential Hall's functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

**REVIEWED BY:**

\_\_\_\_\_  
Business Manager

**DATE:** \_\_\_\_\_

**REVIEWED BY:**

\_\_\_\_\_  
Executive Director

**DATE:** \_\_\_\_\_