

Job Description - Business Manager

Minimal Qualifications:

1. Bachelors Degree
2. Experience in financial operations
3. Demonstrate administrative/supervisory skills

Reports to: Superintendent

Basic Function: Is responsible for the business management and account keeping activities of the School District; Performs related work as required.

Supervises: Sr. Account Clerk, P/T Account Clerk, Business Office Stenographer and Bookkeeper

Primary Duties and Responsibilities:

1. Manages day-to-day operation of Business Office.
2. Prepares financial and statistical reports for State and Federal authorities.
3. Supervises Accounts Payable and Payroll.
4. Acts as Purchasing Agent.
5. Administers fringe benefits program for employees.
6. Responsible for District insurance program.
7. Supervises District transportation.
8. Coordinates the District accounting activities.
9. Works with the Superintendent on budget development and monitoring of expenditures.
10. Coordinates with District Treasurer to insure proper cash flow.

Job Description

ADOPTED: September 24, 1992