

West Central School District 49-7
JOB DESCRIPTION

JOB TITLE: **Business Manager**

REQUIREMENTS:

- A. Education Level:** BA/BS in Accounting or Business Management preferred. Other experience or licensure may be considered.
- B. Experience Desired:** Minimum of three years' experience in a school business office alternatively, in government accounting.
- C. Physical Requirements:** Constant hand-eye and mind-eye coordination. Frequent walking, keyboarding, speaking, writing, bending, carrying, pushing, pulling, sitting, reaching, stooping, and turning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- D. Other Requirements:** Excellent written and verbal communication, organizational, in addition, time management skills. Computer proficiency in word processing, spreadsheets, data entry, email, and internet. Ability to work with frequent interruptions and keep information confidential. Adhere to District's Policies and Procedures.

REPORTS TO: School Board and Superintendent

RECEIVES GUIDANCE FROM: School Board and Superintendent

WORKS WITH: Administrative Staff, certified and classified staff, parents and Outside Agencies.

TERMS OF EMPLOYMENT: Twelve-Month Calendar.

JOB GOAL: To provide the most efficient services to support the educational objectives of the School District and administers the business affairs of the School District to provide the best possible educational services with the financial resources available.

ESSENTIAL FUNCTIONS AND DUTIES:

1. Plan, organize, administer and direct the operations of the School District's Business Office to ensure efficient and cost-effective operations.

2. Direct the development of School Board policies related to the financial operations and business functions.
3. Attends and participates in School Board meetings, maintains an accurate record of the action and participants; signs and publishes proceedings of the School Board consistent with the laws pertaining to the official publication of the minutes of Board action.
4. Attend all School Board meetings and provided expertise related to the financial operations of the District.
5. Provide School Board, Superintendent, Community Members, Administrators, and District Staff with the best information possible to be educated on the matters related to the business office.
6. Assists in the preparation and distribution of the agenda and other appropriate communications to Board members in advance of regularly scheduled meetings.
7. Publish not only the proceedings of the School Board meetings but shall publish bids, public notices and other reports of the School Board within the periods established by State Law.
8. Assists with the budget development, preparation, and submission; and provides the board with periodic performance reports.
9. Prepare and administer budgets after budget development process has been completed.
10. Report to the County Auditors the levies necessary to fund the budget as adopted by the School Board in accordance with State Law.
11. Maintain accounting procedures in accordance with the Uniform Accounting System as provided by the State of South Dakota.
12. Implement, monitor and develop cash management programs that adhere to legal and responsible procedures adopted by the School Board and as required by state and
13. Supervises the collection, safe keeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the board; reconcile cash accounts and report to the board monthly.
14. Supervises all cash funds and federal programs, including but not limited to food service and grants, in compliance with the state and district policies, including timely required reporting.
15. Develop and direct effective purchasing strategies and purchasing.
16. Prepares, approves, and monitories purchases in compliance with board policy and the adopted budget.
17. Supervises the review, coding, and preparation of the bills for approval at board meetings.
18. Conducts bidding procedures, when necessary, in compliance with school district policy and state law.

19. Assist in human resource functions.
20. Collects information and assists superintendent and board with contract negotiations for both certified and classified staff.
21. In cooperation with the Superintendent, recommend to the School Board any changes in salary schedules of the employees, classified work agreements, transportation contracts and/or any other contracts or agreements involving school business; and he/she shall execute all contracts and agreements.
22. Supervise the payroll function for the District to include employee benefits, state and federal tax deposits, workmen's compensation insurance and other related activities. Monitor payroll management in conjunction with payroll staff.
23. Maintains records and inventory related to capital assets and real estate with adequate collateral and liability insurance; reports claims to insurer(s) in a timely manner.
24. Requires all school employees to file an annual inventory of school property in their possession.
25. Furnish bonds or other financing agreements in such form and amount as shall be determined by the School Board or by state law, the costs to be assumed by the School District.
26. Submit monthly, a statement showing the status of each fund, and such other financial statements as may from time to time be deemed advisable to show the financial condition of the School District.
27. Oversee and provide accurate open enrollment numbers in conjunction with business office staff.
28. Assist in operations of maintenance, food service, and transportation services.
29. Conducts School District elections as prescribed by law.
30. Assists in recruiting, hiring, and training of all classified support staff.
31. Prepares the District annual financial report and submits said report to the Department of Education. Prepare and submit any other reports to the State of Federal governments.
32. Coordinate and manage all matters related to the internal and external auditing of the School Districts' finances.
33. Arranges for and assists with auditing of all school district accounts and programs.
34. Represents the School District professional in local, regional, state, and national affliations' as well as participating in said organizations.
35. Cooperates with all departments for effective and efficient results.
36. Performs other duties as the Board may require which will assist the superindent and board in financial matters of the School District.

37. Promotes a positive image of the West Central School District.

38. Performs other duties as assigned.

EVALUATIONS:

This job performance will be evaluated in accordance with provisions as outlined in District policy and/or procedure.

Adopted: 2-10-86

Revised: 3-8-99; 3-13-17

WEST CENTRAL SCHOOL DISTRICT NO. 49-7