

Florence-Carlton School
5602 Old Hwy 93
Florence, Montana 59833

Business Manager Position Description

TITLE: **Business Manager**

QUALIFICATIONS:

1. A four-year college degree required.
2. Administrative experience preferred.
3. Data process skill and word processing skills required.
4. Emphasis in budget and finance planning preferred.
5. Comprehensive knowledge of government accounting.
6. Such other qualifications as specified by the Board of Trustees.

REPORTS TO: Superintendent & Board of Trustees

JOB GOAL: The Business Manager is responsible to the Superintendent for directing and coordinating district-wide financial management activities involving all school funds; for directing and coordinating business service activities including administrative data processing functions, and use and rental of facilities; and for the performance of related administrative responsibilities incident to the above. The Business Manager functions as a primary resource person in the areas of school finance, revenue structures and business management systems. The Business Manager also serves as District Clerk responsible for the activities required by law and directed by the Board of Trustees.

PERFORMANCE RESPONSIBILITIES & DUTIES:

ADMINISTRATIVE

1. Accounts to the Superintendent for compliance with all policies adopted by the Board, and all pertinent rules, regulations and laws; and suggests to the Superintendent new policies that may be needed.
2. Manages the business services of the school district.
3. Communicates requests or problems requiring Board of Trustees action to the Superintendent on behalf of business services.
4. Collaborates with administrative and instructional officers in planning, coordinating, and implementing systems of operations.
5. Interprets district policies and practices as they relate to the business and financial services in the schools to other administrative departments.
6. Serves as a member of the Superintendent's administrative team.

7. Collaborates with administrative and instructional officers in long-range planning for facilities.
8. Assumes responsibility for any and all other duties assigned by the Superintendent/Board of Trustees.

ACCOUNTING & FINANCIAL REPORTING

1. Establishes, directs and supervises all operational and payroll accounting procedures for all school district funds (budgetary, non-budgetary, and student activity funds).
2. Properly records expenditures relating to the adopted budget and reports trends or relationships he/she feels are significant to the Superintendent. Contacts any individual involved in budgetary, financial, or property accounting activities as necessary to insure proper management.
3. Monitors school district revenue collections for cash flow management.
4. Implements and monitors internal control activities for auditing purposes.
5. Prepares monthly and annual financial reports of all school district funds for the Superintendent and Board of Trustees and oversees the financial data base reporting system of the district continuously.
6. Supervises the investment program of the school district funds in conjunction with other involved governmental agencies.
7. Receives all written requests for budget transfers and prepares them for submission to the Superintendent for his approval.
8. Coordinates all insurance programs of the District, including fire, extended coverage, contents, general liability, vehicles, wrongful acts and legal liability, employee benefits, and students and athletics.
9. Reviews copies of all applications for federal, state, or local projects that involve revenue and expenditures prior to submission to the Superintendent for approval.
10. Directs and supervises the fixed asset accounting procedure.
11. Reviews all proposed Board of Trustee resolutions for the appropriation of funds.
12. Recommends approval for contracted service agreements and other contracts entered into by the school district.
13. Cooperates fully in an annual external audit of district operations.
14. Determines and distributes an approved designated vendor list to budget managers.

15. Implements and monitors purchasing policies and procedures.

BUDGET & FINANCIAL PLANNING

1. Prepares recommendations for budget development procedures and schedule of activities and submits these to the Superintendent.
2. Prepares statistical data and projections (enrollments, revenues, and expenditures) for budget development and planning.
3. Prepares preliminary general fund budget proposals of revenues and expenditures for special levy purposes.
4. Develops and distributes prospectus of special levy information.
5. Prepares final budget documents for the Superintendent and Board of Trustee approval.
6. Develops recommendations for long-range financial planning.

DISTRICT CLERK

1. Prepares annual, quarterly, and monthly financial reports as required by law.
2. Attends all Board of Trustee meetings and maintains an accurate and permanent record of the proceedings of each meeting.
3. Conducts annual school elections that meet all state guide lines.
4. Prepares annual tuition rates for Board of Trustee approval.
5. Assumes responsibility for any other duties as Clerk of the Board as prescribed by law or assigned by the Board of Trustees.
6. Prepares agendas for each board meeting and posts agendas and notifies board members.

TERMS OF EMPLOYMENT: Twelve month year. Salary and benefits to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

DATE ADOPTED: 4/11/06

DATE REVISED: