

TARGET RANGE SCHOOL

POSITION DESCRIPTION

JOB TITLE: Business Manager/Clerk of the District (260-day contract)

REPORTS TO: Superintendent/School Board

SUMMARY OF ASSIGNMENT:

Under the direct supervision of the Superintendent and the Board of Trustees, The Business Manager/Clerk direct and coordinates district-wide financial management activities involving all school funds. The Business Manager/Clerk further functions as a primary resource person in the areas of school finance, revenue structures, business management systems, and human resource (salary/benefits) information maintenance.

MINIMUM QUALIFICATIONS:

- Five or more years of experience in accounting.
- Two years of work experience in education and/or business finance
- Knowledge of school finance and budgeting principles.
- Knowledge of Government Accounting Standards and Requirements.
- Must be able to pass a federal fingerprint-based background check

PREFERRED QUALIFICATIONS:

- Hold a Bachelor's degree with a major in accounting, economics, or finance or related field.
- Strong leadership and communication skills.
- Establish and maintain effective working relationships with students, staff, and the community.
- Compile and maintain accurate and complete records and reports.
- Maintain cooperative working relationships with those contacted in the course of work.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.
- Ability to maintain confidentiality of employment and student matters.

ESSENTIAL FUNCTIONS OF CLERK OF THE DISTRICT:

- Advise the Board of Trustees on financial and operational constraints as outlined by law;
- Serve as a member of the administrative team, working closely with the District Superintendent and other administrative staff to align the educational goals and financial stability of the district;
- Assist the Trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record;
- Keep and maintain accurate minutes of meetings of the Board of Trustees;
- Act as the custodian of all documents, records, and reports of the Trustees, including the Trustees' report required under § 20-9-213, MCA;
- Prepare and provide Board packets to the Trustees prior to every Board meeting, and make the Board packets available to the public;
- Prepare all notice for Board meetings and elections;
- Serve as the election administrator for the district unless the county administers an election at the request of the district.
- Act as custodian of all other records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and meeting minutes;
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Serves as chief fiscal officer of the District;
- Informs the superintendent and/or Board of Trustees of the business operations of the District;
- Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports;

- Assist in budget preparation and with audits

ESSENTIAL FUNCTIONS OF BUSINESS MANAGER:

- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Serves as chief fiscal officer of the District;
- Informs the superintendent and/or Board of Trustees of the business operations of the District;
- Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports;
- Assist in budget preparation and with audits;
- Keep accurate and detailed accounts of all receipts and disbursements;
- Draw and countersign all warrants for expenditures;
- Maintaining general ledger accounting processes and functions;
- Reconciling all bank accounts on monthly basis; including student accounts and county treasurer;
- Managing cash and related reporting for federal, state, and local grants;
- Creates and applies fiscal controls and procedures;
- Establishes procedures necessary for budgetary controls;
- Responsible for all financial procedures and records.
- Establishes procedures for purchasing in accordance with Board policy;
- Directs the preparation, advertisement, and dissemination of bid documents;
- Process all authorized invoices and maintain records of paid/unpaid invoices and purchase orders;
- Review and approve payroll data for all School District employees and prepares payroll checks for distribution and maintain up-to-date files of all payroll information;
- Communicate with and respond to requests from governmental agencies, labor organizations, TRS, and PERS to provide information.
- Directs the employee benefit implementation and ensures compliance with laws and ACA

Only minimum duties are listed. Other functions may be required as given or assigned.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.