

**BUSINESS MANAGER/DISTRICT CLERK**

**REPORTS TO: Superintendent**

**FLSA Designation: Exempt**

**Closing Date: Open Until Filled**

**Salary: 70K to 80K/year DOE**

**Benefits: Health Insurance, Sick, Personal, and Vacation Leave**

**12 Month 8hrs/per day**

**Job Summary**

The Business Manager will lead and be responsible for all financial operations in the Stevensville Public Schools. This individual will maintain and develop procedures and systems to ensure successful financial operations. The Stevensville School District Business Manager will supervise a small staff to assist with accounting, accounts payable and receivable. The Business Manager will also serve as the district clerk and be the custodian of all school records.

**ESSENTIAL FUNCTIONS:**

* 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.
* Assigns and distributes fiscal responsibilities, in consultation with the superintendent.
* Creates and applies fiscal controls and procedures.
* Assists in development of the budget.
* Establishes procedures necessary for budgetary controls.
* Establishes procedures for purchasing in accordance with Board policy.
* Directs the preparation, advertisement, and dissemination of bid documents.
* Directs the preparation and dissemination of payroll.
* Responsible for all financial procedures and records.
* Attends all meetings of the Board of Trustees, unless excused by the chairperson.
* Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.
* Acts as custodian of all records and documents of the District, including but not limited to personnel files, financial records, property records, and minutes.
* Responsible for keeping accurate and detailed accounts of all receipts and disbursements.
* Responsible for drawing and countersigning all warrants for expenditures.
* Responsible for the preparation of all notices for School Board meetings and elections.
* Responsible for preparing and submitting financial reports to the superintendent and the Board as requested.
* Processes all authorized invoices.
* Maintains records of paid/unpaid invoices and purchase orders.
* Assists in budget preparation and with audits.
* Processes payroll data for all School District employees and prepares payroll checks for distribution.
* Maintains up-to-date files of all payroll information.
* Responsible for employment forms, including but not limited to retirement, IRS, and W-2's.
* Responsible for communicating with governmental agencies, labor organizations, TRS, and PERS to provide information.

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

**DESIRED MINIMUM QUALIFICATIONS:**

* Experienced in accounting, economics, or a finance related field.
* Five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
* Knowledge of finance and budgeting principles.
* Strong leadership and communication skills.
* Able to establish and maintain effective working relationships with students, staff, and the community.
* 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 manage stressful situations.
* Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

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

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee constantly works around others, works with the public, and works inside. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently 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 communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

*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.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

**If interested, please complete a classified application at www.stevensvilleschools.org**