

BUSINESS MANAGER / DISTRICT CLERK

REPORTS TO: Superintendent and Board of Trustees

CLOSING DATE: Open until filled

WAGE: DOE

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

ESSENTIAL FUNCTIONS:

General

- 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.
- Creates and applies fiscal controls and procedures.
- 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.
- Maintain cooperative-working relationships with those contacted in the course of work.
- Creates a positive learning environment, which promotes appropriate behavior and successful learning.

Board Meetings

- Attend all meetings of the Board of Trustees, unless excused by the chairperson or the building administrator.
- Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.
- Responsible for preparation of Board packets.
- Responsible for preparation of all notices for School Board meetings and elections.

Daily Duties

- Responsible for keeping accurate and detailed accounts of all receipts and disbursements.
- Responsible for drawing and countersigning all warrants for expenditures.
- Processes all authorized invoices.
- Maintains records of paid/unpaid invoices and purchase orders.
- Processes and maintains payroll data for all School District employees and prepares payroll checks for distribution.
- Responsible for employment forms, including but not limited to retirement, IRS, and W-2s.
- Responsible for communicating with governmental agencies, labor organizations, TRS and PERS to provide information.
- Responsible for assigning and inventory of building keys.
- Food Service and Wellness OPI Forms and Claims

Annual or Bi-Annual Duties

- Assists in budget preparation and with audits and negotiations.
- Insurance setup.
- MAEFAIRS/TOES/Infinite Campus Employee state reporting.
- Assists in E-Rate collecting, reporting, and maintaining for District

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

DESIRED MINIMUM QUALIFICATIONS:

- High School Diploma/Associates in accounting, economics, or finance or five or more years of progressively responsible leadership experience in and/or familiarity with school finance.
- Basic arithmetic, filing, and record-keeping procedures.
- 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 handle 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.