

# Business Manager

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|--------------------|-----------------------------------|---------------------|--------------------------------------|
| <b>Department:</b> | <u>Business Office</u>            | <b>FLSA Status:</b> | <u>Exempt</u>                        |
| <b>Reports to:</b> | <u>Superintendent</u>             | <b>Union:</b>       | <u>Non Union – At Will Full Time</u> |
| <b>Days/Hours</b>  | <u>260 Days @ 8 hours per Day</u> | <b>Date:</b>        | <u>July 20, 2020</u>                 |

## POSITION SUMMARY:

The Business Manager is responsible for managing and overseeing the business affairs of the District to provide the best possible educational services with the financial resources available.

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as the financial advisor to the Superintendent and School Board, recommending budgetary policies and practices which are conducive to the optimal operation of the District.
- Establishes and administers all accounting, cash management, audit and financial reporting requirements and procedures within the district. Oversees district cash flow analysis and investment decisions.
- Manages the district's annual audit activities and functions. Manages the implementation of audit recommendations and findings. Plans and implements fiscal and accounting controls, procedures and policies. Prepares all district year end audit worksheets. Prepares or oversees the preparation of the year-end financial work papers and proper closing of the accounting books annually. Arranges for the internal and external auditors for annual compliance and financial audits.
- Prepares the District's various funds' budgets in consultation with the Superintendent, including calculating the revenues, estimating the expenditures, projecting salary and benefit costs for all staff, ensuring proper UFARS coding, preparing the budget presentation materials, and presenting the proposed initial and revised budgets to the Board at the public meetings.
- Prepares district enrollment and staffing projects for the coming school year and long-range financial projections.
- Manages all UFARS account codes and chart of accounts to comply with regulations. Manages and ensures proper UFARS coding in compliance with Minnesota Department of Education guidelines.
- Manage all federal and state funding compliance in accordance with UGG, GAAP and GASB.
- Oversees and coordinates the day-to-day activities of the business office to ensure an orderly workflow and effective use of available time, money and staff resources, including providing ongoing

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recommendations for and implementation of improvements to systems as necessary to assure continuous improvement.

- Oversees the MARSS coordinator and compliance with all state required reporting requirements.
- Oversees the operational departments of the Food Service Department.
- Supervises the processes for collection, safekeeping, and distribution of all funds.
- Processes all electronic account receivables including general fund, food service and community education. Performs accounts receivables review and follows up on uncollected accounts.
- Manages the levy process, including gathering the necessary data and input, computing and verifying the proposed levy, preparing the materials and presenting the proposed levy at the public meeting and to the Board for approval, and preparing and leading the presentation at the Truth in Taxation public meeting.
- Verifies financial data for Federal program applications and bank reconciling. Assures proper coding, as well as makes timely draws of Federal funds due the District through SERVS.
- Controls the district budget management.
- Makes accurate and timely reports to the appropriate agencies as may be required by law or regulations.
- Manages the district insurance programs; both employees and property.
- Projects the District's cash needs and prepare plans for cash management, and manages the District's investment of idle funds.
- Establishes and maintains systems for district ordering, purchasing and receiving of school materials, equipment and supplies. Conducts contracting and bidding for the purchase and delivery of goods and services in compliance with federal guidelines, state statutes and District policies. Including review of bid specifications, bid notices, soliciting bids or quotations, and bid responses.
- Acts as the Secretary to the school board, responsible for school board policy review and updates, prepares board minutes, record keeping and resolutions. Assists with the preparation and distribution of Board packet information. Maintains the Boardbook system for maintaining school board agendas, board packets and information.
- Designated and performs all duties of school board election clerk and school board treasurer.
- Develops and maintains knowledge of district policies, procedures, and practice.
- Administers and manages technical aspects of Skyward system of Finance, Human Resources, Fee Management, and Food Service. Oversees user access to these systems.
- Works closely with Technology Director regarding management and knowledge of Skyward systems.
- Establishes and maintains a system of inventory for district materials, equipment and supplies.
- Assists as backup support for business office staff.
- Other duties as assigned

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## QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

### EDUCATION/CERTIFICATION/LICENSURE:

- Bachelor's degree in business management, finance or accounting.

### EXPERIENCE REQUIRED:

- A minimum of five years' experience in a School District Business Manager position is preferred or a minimum of four years' experience in one of the above fields, including one year of experience in a supervisory capacity is preferred.

### KNOWLEDGE AND SKILLS REQUIRED:

- Ability to function in an administrative capacity including developing and maintaining a positive professional relationship, problem solving, conflict resolution and maintaining strict confidentiality.
- High level of writing, speaking and listening skills to prepare and deliver presentations, proposals, and other reports, in a clear and understandable manner.

### PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, hearing, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

### WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

## INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create

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employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

**EMPLOYEE ACKNOWLEDGEMENT**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee printed name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date