

WILEY SCHOOL DISTRICT RE-13JT

Job Description for the position of:

BUSINESS MANAGER

Definition: The performance of the duties of **Business Manager** is vital to insure the financial stability and performance of the School District. This position is responsible to directly oversee all budgeting, payroll, accounts payable and receivable, grants management and state and federal reporting for the district.

Reporting

Hierarchy: Reports directly to the Superintendent, reports to the Board of Education.

Goals:

To assist the Superintendent in the development, administration and evaluation of the business services program(s) of the district.
To administer the business affairs of the district in such manner as to provide the best possible educational services with the financial resources available.
To provide financial assistance and support to all departments and clubs and organizations that support educational services and opportunities.

Responsibilities and Duties:

Finance:

- 1) Supervises and manages the financial affairs of the school district for various funds.
- 2) Assumes responsibility for budget development and long-range financial planning for all funds.
- 3) Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions in accordance with state and federal regulations.
- 4) Follows generally acceptable accounting practices including: standard journal entries, adjusting journal entries, year end closing entries, compiling and producing monthly financial reports, quarterly reports, reconcile bank accounts, monitor budget versus actual expenditures and revenues, maintain grant and capital account analysis, etc. Completes all accounting operations including; W-9's and reporting requirements, investment reporting and fixed assets.
- 5) Assumes responsibility for the collections, safekeeping and distribution of all funds and District Financial and Personnel information. Retains records and ensures proper disposal of records in accordance with IRS and state records-keeping requirements.
- 6) Assists Superintendent and advises on all questions related to the business and financial affairs of the district. Makes recommendations for investment and other financial services.
- 7) Arranges for the internal auditing of school accounts including report preparation. Also provided information to auditor as requested including, copies, invoices and remains available to auditor to answer questions and provide detail. Submission of December Data Pipeline to CDE.
- 8) Provides financial information as required to Principal (or to others as instructed) for publication on District website monthly, quarterly, annually.
- 9) Provides monthly reporting to the board of directors and attends meetings to assists in the interpretation or provides clarification so that the board can make informed decisions.
- 10) Administers a budget control system for the District.
- 11) Attends all board meetings and takes and types minutes to provide to for board packets.
- 12) Posts Board meeting notices at least forty-eight hours prior to the start of the meetings.
- 13) Maintains and updates fixed asset depreciation schedules.
- 14) Monitors email for daily CDE, CASB, CASBO, IRS, Social Security, PERA, and insurance etc.
- 15) Assist with annual disposal of records and all other tasks as requested.
- 16) Engage in grant writing for the District to include submission, monitoring, and reporting. Submit expenditures for reimbursements.
- 17) Manages the District's insurance programs including workers compensation, staff health insurance benefits, staff cafeteria insurance plans and benefits, property and liability insurance and unemployment.
- 18) CO PERA representative, files all payroll, new member and retirement information as required.
- 19) Acts as payroll officer for the district including, W-4, 1099's and related reporting, I-9's, W-2 electronic filings, monthly and quarterly tax filings, emergency consent forms, etc. Performs all payroll functions monthly. Manages all 403B and 401K plans.

Equipment

Requirements: Must be able to properly use and operate the following equipment:

- Computers, copiers, scanners, adding machines, calculators, telephones and other office equipment.
- Moving dollies, postage machines, etc.

Physical

Requirements: Must be able to perform the following actions (some repetitive) for extended periods of time, using proper techniques:

- Stand for extended periods of time, stoop, sit for extended periods of time, kneel, bend at the waist, squat, reach, lift up to 50 lbs., push, pull, drag, climb ladders up to 6' tall, grab, grasp, twist, work with arms above head, walk; uses eyes/vision to be able to see detailed work in large and small and well-lit and in dimly lit areas and drive vehicles; hearing to be able to take instruction and listen for equipment failures/trouble, sirens, etc.; talking to be able to communicate emergencies, situations or problems to supervisor or appropriate authorities.

Professional

Standards: It is imperative as representatives of the school district that all persons employed in this position display at all times acceptable, professional and ethical standards. The expectations are, but may not be limited to the following:

- Confidentiality
- Courtesy
- Cooperation and positive attitude
- Reliability and punctuality
- Timeliness of work
- Attention to detail
- Respectful towards others
- Pride in workmanship and school

Educational

Requirements: Bachelor Degree in Business Administration with emphasis in Accounting preferred.

Three years accounting experience in government finance in lieu of completion of educational requirement will be considered. Any combination of education and direct accounting experience may be considered.

Position

Qualifications: Three years prior school or government finance experience strongly preferred.

Strong oral communication abilities needed.

Must be proficient using Word, Excel, Accounting software packages, Outlook Express and Internet.

Ability to communicate effectively in writing needed.

Ability to establish and maintain a positive and cooperative relationship with staff, students, parents and community.

Knowledge of governmental accounting procedures and school budgeting procedures preferred.

Knowledge of school financial reporting preferred.

Knowledge of real estate, property and employee insurance practice preferred.

Ability to understand and follow a work and time schedules.

Extremely strong organizational skills required.

Terms of

Employment: This is an exempt employee contract position. Payroll is accrued. Employees are paid on the 15th day of the month following the month they worked. (As an example: employees work the entire month of July and are paid for that work period on the 15th of August). Rate of salary is determined by the Board of Directors per School District Policy. Benefits are as per School District Policy.

Evaluations:

Performance evaluations can occur at any time and are not limited to an annual review. Please see Superintendent for Policies and for more information.

Compensation: Permanent, Full-Time - \$50,000 to commensurate with experience.