

# BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

**TITLE: BUSINESS MANAGER**

REPORTS TO: Superintendent

SUPERVISES: Business office staff

EVALUATION: Formal evaluation by Superintendent

CLASSIFICATION: Exempt

**JOB SUMMARY:** Administers the business affairs of the school district in order to provide the best possible educational service with the financial resources available. Directs development of annual and long-range budgets, including necessary adjustments; prepares regular financial reports; manages/oversees the bond program financial and programmatic needs.

## QUALIFICATIONS:

1. Valid Kansas Administrative licensure or equivalent/comparable business accounting experience with appropriate certifications.
2. Bachelor's degree in business, accounting, finance, or other related area; Master's degree in business related field preferred.
3. Demonstrated ability to directly supervise personnel.
4. Demonstrated ability to express ideas clearly in written and spoken form.
5. Eligibility for Kansas certification as School Business Official.
6. Demonstrated management skills.
7. Demonstrated competence with data processing procedures and computer applications used in the building and maintenance of accounting records and reports.
8. Experience in financial management and business affairs in public education preferred.

## MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Supervision of the business office personnel.
2. Evaluate and recommend selection, placement, promotion, and dismissal of business office personnel to promote excellence within the Business Department.
3. Maintaining effective district/community relations and interpreting the financial concerns of the district to the community.
4. Representing the Board in the negotiation process.
5. Accounting services essential to the preparation, administration, supervision, and control of the budget.
6. Recommendations for policy and procedural changes in the areas of cash management and investments.
7. Opening, closing, and monitoring all checking and savings accounts of the district.
8. Maintaining control over all debt retirement and building site funds.
9. Maintaining daily cash flow and preparing of necessary borrowing documents.
10. Oversight of the following business office functions: food service, accounting, payroll, purchasing, employee benefits, workers' compensation, risk management, FMLA, HR for non-certified staff and building use.
11. Preparing/managing the annual operating budget of the school district and any required amendments.
12. Assisting the superintendent in translating the educational needs of administrators, teachers, and citizens of the community into an annual operating budget for submission to the Board of Education.
13. Assisting the superintendent in the establishment of standards for sites, buildings, equipment; plant utilization; projection of facility needs and design; and construction and equipping of physical plant.
14. Assisting the superintendent in planning for millage and bond issue elections.
15. Preparation of bidding documents.
16. Managing and overseeing the financial and programmatic needs of a bond issue building program.

17. Supervising and directing all business operations of the district.
18. Developing, implementing, and evaluating internal control systems and procedures necessary to assure the application of generally accepted accounting practices within the district.
19. Maintaining an efficient system of investment of district funds.
20. Preparing financial statements of the various funds of the district and making routine reports on the status of the budget for Board presentation.
21. Perform the duties of the Deputy Board Clerk in the absence of the Board Clerk.
22. Preparing required/necessary financial reports to county, state, and federal agencies.'
23. Annual audit administration and preparation.
24. Performing other tasks and responsibilities as assigned by the superintendent.

#### PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

APPROVED: 8/8/2016