

# **Business Manager**

**Supervisor: Superintendent**

**Length of Work Year: 12 months**

**Length of Work Day: 10 hours**

## **Summary of Responsibilities:**

The business manager is the district's "financial officer". The business manager is primarily responsible for developing the budget based on the present and projected needs of the district. The business manager supervised the day-to-day implementation and operation of the district's business operations. Duties and responsibilities include:

## **Primary Responsibilities:**

Assist with budget development and long-range financial planning

Establish and supervise an appropriate accounting program which records all financial transactions in detail

Assist the Federal Programs Coordinator with budget development and financial reporting

Supervise

- The management of financial affairs for the School District

- All accounting operations

- The collection of, the safekeeping of, the distribution of all funds

- The management of a District inventory control program

- The accounting of general fixed assets

Manage and Administrate

- The District's real estate and fixed asset insurance programs

- A computerized budget control system for the District

- All revenues of the District

- Cash flow

Advise the Superintendent on all issues relating to the business and financial affairs of the District

Arrange for auditing of school accounts

Advise the Governing Board and staff on legislative changes in school budget procedures

Prepare and publish (as required) the following reports

- As requested by the Superintendent and/or Governing Board

- As per policy for the Superintendent and/or the Governing Board

- Annual Financial Report

## **Business Manager, continued**

CTED Supplanting Worksheet & CTED Member District Workbook  
COVID Cost Financial Report  
Proposed, Adopted & Revised Expenditure budgets

Prepare the records and paperwork as required for the payment of insurance premium to insurance carrier

Prepare all personnel contracts

Assist Facilities Department with requisition

Code all purchase orders

Enter purchase orders into Enterprise and follow up on via order

### Procure

Make sure quotes are included with requisitions, when required

Perform due diligence on co-operative vendors

Prepare & execute Bids

Request & manage School Facilities Board funds

Balance cash, revenue & expenditures to county office

Review Accounts Payable & Payroll vouchers for accuracy

### Grant reports

General Statement of Assurance

Single Audit

Indirect Cost

Self-assessment

Maintenance of Effort

Maintain State Priority Grant, IDEA Basic Grant, ESSER grants

Enter grant budgets

Request reimbursement

Complete completion reports for all district grants

Perform other related tasks as assigned by the Superintendent