

SCHOOL DISTRICT OF ALTOONA

TITLE: School District Business Manager

JOB ANALYSIS: Under the direction of the District Administrator, the Business Manager shall serve as chief financial officer of the district. The Business Manager shall be responsible for the district's business and financial functions in such a way as to provide the best possible educational services with the financial resources available. The Business Manager shall be an expert at fiscal management, a proven leader, and an effective communicator.

REPORTS TO: District Administrator

COORDINATES WITH: Board of Education, committees, all staff, community

SUPERVISES:

- Accounting
- Payroll
- Purchasing and Receiving
- Staff as assigned by the District Administrator

QUALIFICATIONS:

- Master's Degree in Education, Business Administration, Accounting, or the equivalent.
- Wisconsin Department of Instruction Business Manager license (08).
- At least two years of administrative or supervisory experience.
- Demonstrated leadership and organizational ability in working with administrators, staff, parents, and the general public.
- Good communication and public speaking skills.
- Knowledge of school district functions and school finance, including the Wisconsin Uniform Financial Accounting Requirements (WUFAR).
- Experience in or knowledge of Human Resource is desirable.
- Alternatives to the above qualifications may be altered as the Board finds appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES: As assessed by the District Administrator, the Business Manager's job performance will be as follows:

Supervises and manages the financial affairs of the district.

- Assists the District Administrator in the preparation of the budget and keeps them informed about budget issues.
- Acts as advisor to the District Administrator on all questions related to the business and financial affairs of the district.
- Assists the administrative team in providing efficient fiscal management processes at the building and program levels.
- Responsible for all purchasing for the school system, including storage and distribution of supplies and materials.
- Develops financial models and recommends new accounting methods as desirable and necessary.
- Uses the Board-approved budgetary process and Strategic Plan to justify expenditures; works toward increasing non-levy revenues.
- Researches and secures other school funding sources, such as grants, etc.
- Approves all purchases of services, supplies, materials, and equipment after assuring that said items are allocated in the district budget.
- Has final responsibility for inventory of district capital items and real estate property.
- Arranges for internal and external auditing of school accounts.
- Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions. This includes the collection, safekeeping, and distribution of all funds by verifying coding on all requisitions, disbursements and revenues using WUFAR guidelines.
- Routinely reconciles all bank accounts and prepares treasurers report to be presented at monthly board meetings.
- Submits a monthly report to the Board to detail the status of each appropriation item.
- Attends all regular meetings of the Board and participates in committees as directed by the District Administrator.
- Serves as a consultant to the Board for negotiations.
- Is responsible for all accounting, accounts payable procedures, payroll operations, and employee benefits for the school district.

- Supervises the preparation of financial reports that are required for local, state and federal agencies to include requests for reimbursements.
- Is responsible for accurate and timely financial information collection and reporting.
- Is responsible for the district's transportation contracted-service program including, but not limited to, negotiating transportation contracts, filing appropriate state reports, and setting parent transportation contracts.
- In collaboration with the Food Service Supervisor, is responsible for oversight of the school food services program including, but not limited to, contracts, purchasing, filing appropriate federal and state reports, and collection of revenue.
- Is responsible for the risk management program of the district including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.
- Works with the Administrative Team to support the human resource function of the district.
- Assists in recruitment, selection and assignment of business office personnel. Supervises and evaluates business office personnel.
- Clearly and effectively interprets and communicates the financial position of the district to the community at large.
- Actively participates in appropriate local, state, and national professional meetings as approved.
- Oversees the sale of surplus properties.
- Adheres to the requirements of state and national laws related to school business administration.
- Keeps the District Administrator informed on legal matters involving the business and finance services.
- Does other duties as assigned that are necessary for the efficient operation of the school district.

TERMS OF EMPLOYMENT: Twelve-month year, salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the District Administrator.

Adopted: 03/10/14