

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Business Manager

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Experience with computerized financial accounting systems.
4. Supervisory experience.
5. School finance experience preferred.
6. College degree in business-related field and/or CPA preferred.
7. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Responsible for managing the financial affairs of the District, including: budgeting and financial analysis; purchasing and accounts payable; payroll; grant reporting; banking and cash management; assets inventory; capital project accounting; annual financial audit; district travel arrangements.
2. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the District.
3. Prepares and presents oral and written reports to the School Board, District staff, he federal and Alaska Departments of Education and the public, on a regular schedule and on request.
4. Handles confidential materials professionally.
5. Supervises, hires and trains business office staff.
6. Oversees administration of school nutrition programs.
7. Oversees administration of employee benefits programs.
8. Oversees upkeep and maintenance of computerized accounting system.
9. Performs other duties as assigned.

Reports To: Superintendent

Salary: \$56,160 / year or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.