



Hickman Community Charter District

JOB DESCRIPTION

Business Manager

DESCRIPTION OF THE POSITION:

Provide district financial leadership, administer fiscal services and district operations. Responsible for the District's business and financial functions, food service, transportation, purchasing and procurement programs, payroll, assists with personnel functions and other duties as may be assigned by District Administration.

RESPONSIBLE TO:

District Superintendent

QUALIFICATIONS:

- A Bachelors of Arts degree with a major in Accounting or Business Administration or three years supervisory experience in the accounting field in school business or a minimum of five years experience in the field of school business and finance.
- Demonstrates ability to effectively supervise staff.
- Maintains excellent human relations skills; cooperative working relationships with staff, students and public.
- Able to handle stressful situations.
- Excellent oral and written communications.
- Embodies and practices a strong work ethic and the character traits of integrity and honesty.
- Able to effectively manage time and responsibilities.
- Knowledge of:
 - a. Charter School funding.
 - b. School District accounting, auditing, budget planning, payroll and fiscal management procedures.
 - c. School transportation, food service operations and human resources.
 - d. Legal mandates, policies and regulations related to school finance.
 - e. Computer usage, software programs and data processing systems. Especially strong in MS Excel and familiarity with QSS accounting software preferred.

- f. Principles, practices and techniques of organization, supervision, motivation and evaluation of employees.

RESPONSIBILITIES:

- Administer a program involving coordination of a variety of activities including State and Federal governmental accounting/financial functions.
- Informs the superintendent and/or the Board of Trustees of the business operations of the District.
- Formulate and recommend policies on financial matters and all business support activities and insure that approved policies and regulations are clearly understood and carried out by district personnel.
- Informs the site administrators of the financial status of their sites.
- Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports.
- Creates and applies fiscal controls and procedures.
- Assists superintendent and site administrators in development of budgets.
- Coordinates the development of the district budget and work with the Superintendent to align the budget with the Local Control Accountability Plan and other plans.
- Understands and performs duties in accordance with and an awareness of all District requirements and Board policies.
- Directs the preparation, advertisement, and dissemination of bid documents.
- Directs the preparation and dissemination of payroll.
- Responsible for all financial procedures and records.
- Direct the inventory control of all district-owned equipment and materials in compliance with applicable statutes.
- Attends all meetings of the Board of Trustees.
- Acts as the custodian of all records and historical documents of the District, including but not limited to personnel files, financial records, property records, and minutes.
- Secures legal guidance on district support activities as needed.
- Maintains confidentiality regarding personnel records and information.
- Monitors and maintains staff attendance and sick leave records.
- Direct the accounting for all income and expenditures according to federal and state laws, project guidelines, approved district policies and prudent accounting practice.
- Prepares for fiscal audits.

- Communicates with governmental agencies, insurance companies, CRSIG, STRS, PERS, labor organizations to provide information.
- Direct the operation of school cafeteria and other food services of the district, supervise cafeteria funds and accounts and assure compliance with applicable state and federal requirements.
- Tracks and monitors site grade level accounts/budgets.
- Completes Consolidated Applications and other reports as needed.
- Perform other such duties as are assigned by the Superintendent.

EQUIPMENT USED:

Operate standard office equipment, including computer, calculator, copier, telephone/voice mail, fax machine.

WORK ENVIRONMENT:

While performing the duties of the job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

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