

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - BUSINESS MANAGER

SUPERVISORY AND PERSONNEL RESPONSIBILITIES

Be responsible directly to the Superintendent.

Work in a staff relationship with all professional staff members.

Work in a line relationship with all staff members regarding the performance of the responsibilities outlined for the Business Manager.

Attend and participate in all meetings of the Board and appropriate committees as directed by the Superintendent.

Keep full and accurate minutes when necessary at monthly Board Workshop meetings.

Serve as representative to the Lancaster-Lebanon Joint Purchasing Board and the Lancaster-Lebanon Joint Authority.

Attend conventions, conferences, and workshops as necessary to keep abreast of the latest information and trends as they relate to Business Manager responsibilities.

Directly supervise the following: the Accountant, the Payroll Clerk, the Census/Tax Collection Clerk, the Bookkeeper, and the Food Service Director.

FINANCIAL ACCOUNTING RESPONSIBILITIES

Direct the development of the annual budget in consultation with the Superintendent, the Finance Committee of the Board, and budget administrators.

Implement the yearly budget to ensure category conformance, periodically update the Board regarding estimated end-of-year balances, and provide all budget administrators with the information necessary to manage their respective funds.

Implement a long-range budget plan which allows for long-term financial planning.

Maintain a general ledger for all funds in the custody of the district, including governmental, proprietary, and fiduciary fund types. This would include accounting for and reconciling all receipts and expenditures in each fund and the monthly reporting of such transactions to the Board.

Account for all general fixed assets and general long-term debt accounts.

Manage all payment of wages and appropriate wage taxes through the payroll office.

Direct the internal auditing of each school district fund and coordinate the annual independent audit.

Manage the investment of all school district funds.

Prepare all required financial reports for state, federal, and local agencies and the Board as they relate to each of the above areas.

SPECIFIC PROGRAM RESPONSIBILITIES

Coordinate the collection of all school district taxes by accounting for all taxes paid. Report any unpaid taxes to the appropriate collection agencies and resolve any tax problems and complaints in an equitable manner.

Facilitate the purchasing of all school district services, supplies, and equipment in conformance with the budget and all legal requirements.

Manage all school district insurance programs except for student accident insurance.

Oversee all cafeteria services and the school lunch program.

Administer all employee benefit programs, assist the Superintendent in updating the support personnel benefit package, and inform all employees about all facets of the benefit program as necessary.

Coordinate the submission of all appropriate facility construction forms to the state and oversee state reimbursements.

OTHER RESPONSIBILITIES

Advertise all meetings of the Board and publish all legal notices concerning district business.

Act as an advisor to the Board on business and financial matters.

Provide all necessary financial information during the negotiating process and oversee the production of the collective bargaining agreement.

Be responsible for all other duties and responsibilities assigned by the Superintendent.