

NAME:

TITLE: Business Manager/Board Secretary

- QUALIFICATIONS:**
1. High School Diploma
 2. Knowledge of accounting systems and procedures.
 3. Skill in using spreadsheet, database and other software.
 4. Ability to accurately input data into a computer.
 5. Ability to communicate clearly and accurately.
 6. Ability concerning confidentiality of information and professionalism regarding sensitive matters.
 7. Certificate of good health.
 8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To develop, coordinate, control, and direct all business, accounting and record keeping practices and procedures necessary for the accurate, efficient reporting and management of District fiscal transactions, and to ensure that District assets and resources are utilized in the manner which maximizes the educational opportunities and services for each student.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

PERFORMANCE RESPONSIBILITIES:

<i>Meets Expectations</i>	<i>Needs Emphasis</i>	
_____	_____	1. Supervises business and financial management of the District under the general direction of the Superintendent and complies with Board policies and objectives. Operates the various financial accounting packages.
_____	_____	2. Supervises personnel involved in business services, financial procedures, purchasing and allied operations, to provide leadership and guidance in carrying out their assigned responsibilities.
_____	_____	3. Supervises preparation of budget forms, directs development of the budget and provides effective functional budgetary controls to ensure maximum support of approved programs and services within available resources.
_____	_____	4. Posts ensuing year's budget amounts required for the general and schoolhouse funds, certified to the County Auditor, Department of Education and the State Controller.
_____	_____	5. Directs procedures of the accounting department, being responsible for the receipt and recording of all revenues by appropriate fund, the preparation of payrolls and all such financial operations to provide sound fiscal management.
_____	_____	6. Records deposits in receipt books, enters in computer and takes deposits to bank.
_____	_____	7. Deposits all miscellaneous revenue collected and renders a monthly report to the Board of the receipts during the preceding month.
_____	_____	8. Reconciles all bank accounts maintained by the Board.

Meets
Expectations

Needs
Emphasis

_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____