



Business Manager

Reports To: Superintendent

SUMMARY

The Business Manager is responsible for the organization and administration of the financial and business affairs of the school district. The Business Manager supervises administrative staff for Accounts Payables, Payroll and Nutrition Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer the financial affairs of the school district.
- Supervise accounting staff in the maintenance of financial records, preparation of financial statements and preparation for annual financial audit.
- Manage and coordinate the purchasing and bidding process and evaluate for recommendation.
- Oversee the district transportation department.
- Oversee the district operations/maintenance areas.
- Oversee the Nutrition Services Department.
- Provide administrative support to building Principals in regard to staffing and support services.
- Review and recommend human resource policies and coordinate employee benefits.
- Assist in planning the staffing needs of certified and non-certified personnel.
- File state and federal reports as assigned by the Superintendent.
- Direct the building Principals in the recruitment, assignment, training evaluation and discharge of all non-certified personnel, with the approval of the Superintendent.
- Coordinate the annual district inventory.
- Oversee the 5-year planning process to include all major maintenance, minor capital and capital projects.
- Direct the development, preparation and administration of the annual budget, including the development of enrollment projections to support the budgeting process.
- Responsible for implementation and compliance with board policies.
- Responsible for other duties as assigned by the Superintendent or Board of Trustees.

QUALIFICATIONS

- **Education:** BA degree in Accounting, Finance or related field required, MA preferred.
- **Language Skills:** Ability to respond to common inquiries from vendors, financial institutions, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.

- **Mathematical Skills:** Exceptional math and problem-solving skills with the ability to analyze data are required.
- **Computer Skills:** Training or experience in working with computerized accounting programs with the ability to learn new programs, and in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** Minimum of three years' experience in business administration, management, finance, accounting or related field, including one year in a supervisory capacity. Public, governmental or school district experience preferred. Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check. Wyoming Administrative Certification is preferred.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position will require some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.