

SCHOOL BUSINESS ADMINISTRATOR

The District Business Administrator, under the direction of the Superintendent of Schools, shall be in charge of the business affairs of the School District. This administrator is responsible for the planning, supervision, and administration of the business operations in support of the educational program of the District.

The District Business Administrator's responsibilities shall include:

1. Preparation and coordination of the development of the Annual School Budget.
2. The development and supervision of the District's accounting and audit procedures in compliance with Board policies, State laws and regulations, and generally accepted accounting procedures, for all expenditures and receipts of the District.
3. Serving as a member of the District's negotiation team, with all collective bargaining units.
4. Supervision of the payroll function of the District in compliance with employee contracts, Board policies, and State and federal laws and regulations.
5. Management of District's investments and cash flow, and the establishment of a long-range financial plan for the District.
6. Monitoring of State aid and other legislation for its impact on the District.
7. Serving as the District's official purchasing agent, for all goods and services purchased, in compliance with Board policy and State laws.
8. Maintenance of records of capital indebtedness and capital assets of the District.
9. Development of State and Federal Aid reports, tuition and health service agreements, and management of all contracts with the District
10. Maintenance of the files of the non-teaching staff to the District and serving as the District's official Records Officer.
11. Management of the files of the employee benefit program and the District's property and casualty insurance and safety program.
12. Management of the transportation program for qualified students, according to District's policies and State laws.
13. Coordination of the school food service program.
14. Performance of other duties that may be assigned by the Superintendent of Schools.