

Thompson Falls School District Position Description

Position Title: Business Manager/Clerk

Reports to: Superintendent and Board of Trustees

Summary: Under the direct supervision of the Superintendent and the Board of Trustees, the Business Manager/Clerk directs and coordinates district-wide financial management activities involving all school funds. The Business Manager/Clerk further functions as a primary resource person in the areas of school finance, revenue structures, business management systems, and human resource (salary/benefits) information maintenance.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Serves as an advisor to the Superintendent on all questions related to the financial management of the District.
- Implements all administrative regulations, Board policies, state laws, and federal laws relevant to the financial management of the District.
- Prepares such fiscal reports and other related materials as are necessary or required by the Board of Trustees, the Superintendent, auditors or governmental agencies.
- Establishes and supervises a program of accounting sufficiently to record in detail all money and credit transactions.
- Assists the Superintendent in the preparation of the budget and administers a budget control system for the District.
- Maintains such accounts and accounting procedures that are necessary to prepare the reports on expenditures, revenues and financial affairs of the District as are required by auditors, laws, the Board of Trustees and the Superintendent.
- Determines the cash flow needs of the District and supervises the short term investment of any excess funds.
- Establishes and maintains a system of purchasing, of recording financial transactions and of controlling inventory.
- Serves as the District's elections administrator.
- Attends all Board meetings and maintains an accurate and permanent record of the proceedings of each meeting.
- Assumes responsibility for any other duties as Clerk of the Board as prescribed by law or assigned by the Superintendent or Board of Trustees.

Supervisory Responsibilities: None.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor of Science Degree in Accounting, Finance or Business, or a minimum of three years successful school district business manager experience. Experience with school finance, school accounting, and payroll preferred. Strong communication and interpersonal skills.

Certificates, Licenses, Registrations: None.

Skills and Abilities: Ability to calculate figures and amounts such as discounts, interest, proportions and percentages. Ability to read, analyze, and interpret general school district forms, policies, procedures and paperwork. Ability to write correspondence, letters and assignments. Ability to effectively present information and respond to questions from students, staff, parents and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be met to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When in the office, quiet, and at meetings, moderate.