



## DPS109 Job Description

### Business Manager

**CLASSIFICATION:** Certified/Administration

**TITLE:** Business Manager

**ADMINISTRATIVE LICENSURE:** N/A

**QUALIFICATIONS:**

- Bachelor's Degree in Accounting
- Experience in the public school and/or government accounting/audit field

**REPORTS TO:**

- Assistant Superintendent for Finance & Operations

**SUPERVISES:**

- Administrative Secretary: Accounts Payable
- Administrative Secretary: Receptionist
- Benefits Specialist
- Payroll Coordinator

**JOB GOAL:**

- To assist the Assistant Superintendent for Finance & Operations in the coordination of all financial functions of the school district.

**PERFORMANCE EXPECTATIONS:**

- Possess effective oral and written communication skills and abilities.
- Ability to comprehend and follow written and verbal instructions.
- Ability to understand and adhere to District policies and procedures.
- Ability to handle and maintain the confidentiality of employee, student, school board, and other sensitive District information.
- Ability to work cooperatively with colleagues.
- Possess good moral character, and demonstrate ethical and industrious work habits.

**POSITION RESPONSIBILITIES:**

- Interpret, apply and explain rules and regulations as they apply to school financial operations, and consult with the Assistant Superintendent of Finance & Operations regarding such rules and regulations.
- Assemble and analyze financial and accounting data to support recommendations.
- Coordinate collection of all tuition, fees, rental and other monies due to the Board of Education, and properly account for monies apportioned by the federal, state or local governments.
- Oversee the preparation and recording of all disbursements of District funds.
- Provide oversight for all accounts payable, payroll, and benefits management processes.
- Review all requests for reimbursement, and make recommendations regarding approval of such requests to the Assistant Superintendent for Finance & Operation.
- Prepare bids for purchased services and/or professional services in compliance with the *School Code*.

- Balance and close each month of transactions on the general ledger to all bank statements.
- Prepare financial statements, income statements, and cost reports to reflect the financial condition of the District as requested.
- Assist administrators responsible for State and federally-funded programs to prepare program budgets and required quarterly and annual expenditure reports.
- Prepare for the audit of all accounts and records annually. Serve as the main point of contact to the auditor during all phases of the audit.
- Serve as the Assistant Board Treasurer, and properly account for District funds and investments in monthly reports to the Board of Education.
- Prepare the Annual Statement of Affairs, the Annual Comprehensive Financial Report, and the Popular Annual Financial Report.
- Assist the Assistant Superintendent for Finance & Operations with the collection of data, the compilation and presentation of the annual levy, the development and presentation of the annual budget, and the preparation of collective bargaining materials and comparisons.
- Complete required Illinois State Board of Education reports and grants including, but not limited to, General State Aid, Average Daily Attendance, transportation claims, and special education cost formulas.
- Complete the annual evaluation of the Administrative Secretary: Accounts Payable, Administrative Secretary: Receptionist, Benefits Specialist, and Payroll Coordinator.
- Perform other assignments and duties as delegated by the Assistant Superintendent for Finance & Operations.

**TERMS OF EMPLOYMENT:** Terms and salary to be established by the Board of Education.

**EVALUATION:** Evaluation of this position will be completed by the Assistant Superintendent for Finance & Operations.

**FLSA STATUS:** Exempt

**ADOPTED:** October, 23, 2022

*The statements in this job description are intended to describe the general nature and level of work to be performed by an individual assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and school Board Policy and procedures. Essential and marginal job responsibilities are subject to modification.*