CLARKSDALE MUNICIPAL SCHOOL DISTRICT

BUSINESS MANAGER
Job Description

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Three (3) years of accounting experience.
   or
   Six (6) years of successful experience in a position utilizing financial accounting skills.
3. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting and financial reporting standards, government auditing standards, Internal Revenue Codes, state statutes and State Board of Education rules. Knowledge and skill in the use of relevant software and hardware. Ability to manage several tasks at one time. Ability to work effectively under stress and tight timeframes. Ability to communicate orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

To assist in managing the school district's financial and business operations efficiently and effectively in accordance with auditor general requirements, maximizing resources and minimizing risk, while providing outstanding customer service to district leaders so their primary focus can be directed to educating children.

SUPERVISES:

Business Office Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Prepare annual financial report and assist with the annual cost report.
2. Request Report for Public Education Funds.
3. Submit budget summaries for Board approval.
4. Prepare annual financial; report.
5. Review revenues, expenditures, budget balance .

6. Direct the accounting for receipts and expenditures of district funds and ensure that appropriate ledgers are maintained in conformity with generally accepted accounting principles.
7. Collaborate with the accounting staff to ensure accurate accounting practices.
8. Plan and maintain schedules to meet institutional deadlines.
9. Ensure district compliance with Governmental Accounting Standards Board financial reporting changes.
10. Direct the preparation of financial and cost reports and warrant list for School Board approval.
11. Establish and monitor procedures which ensure timely and accurate reconciliation of bank accounts, payment of payrolls and properly documented invoices and vouchers taking advantage of allowable discounts.
12. Assist with the preparation and implementation of the annual budget.
13. Review and approve grant application budgets.
14. Monitor and report on budget performance in schools.
15. Approve all journal entries and disbursement vouchers.
16. Assist in preparing monthly cash flow projections and make appropriate recommendations to ensure the availability of funds to pay current obligations.
17. Prepare requests for disbursement of state and federal funds.
18. Prepare budget amendments for School Board action.
19. Assist with the maintenance of personal property records.

Inter/Intra-Agency Communication and Delivery

20. Coordinate the accounting and payroll activities with data processing and other divisions.
21. Provide technical assistance to schools.
22. Keep all divisions informed of proper budget management procedures and changes in local and state policies and laws.
23. Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
24. Respond to inquiries and concerns in a timely manner.
25. Keep the superintendent well informed of areas of responsibility and of potential problems or unusual events.
26. Serve on district, state or community councils or committees as assigned appropriate.
27. Assist in the interpretation of philosophy and policies of the district to staff and the community.
28. Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

29. Provide appropriate staff development opportunities for assigned personnel.
30. Maintain a network of peer contacts through professional organizations.
31. Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.

Systemic Functions

32. Prepare special reports and studies as needed.
33. Assist in the development of administrative guidelines and procedures.
34. Represent the district in a positive and professional manner.
35. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
36. Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

37. Provide leadership and direction for assigned areas of responsibility.
38. Provide leadership and guidance in the development of annual goals and objectives for assigned division or program.
39. Assist in implementing the district's goals and strategic commitment.
40. Exercise proactive leadership in promoting the vision and mission of the district.
41. Utilize appropriate strategies and problem - solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
42. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
43. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
    Perform other tasks consistent with the goals and objectives of this position.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.