

Job Description

Position Title	Business Manager		
Building	Lincoln Junior High School	Department	District Office
Hours	Salaried	Supervisor	Superintendent of Schools
Band and Grade	D-62	Tools and Equipment	Computer, laptop, iPad, applicable software, calculator, phone, copy machine

Primary Function	Under general direction of the Superintendent, performs accounting tasks and duties of a professional and confidential nature. Responsibilities include establishing accounting procedures and controls to ensure accounting functions are performed in accordance with generally accepted accounting principles and state and federal rules, guidelines and laws pertaining to governmental and school district accounting.
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Essential Duties	
1	Prepares budgets including projecting cost increases and determining capital purchases. Monitors budget revenues and expenditures and makes recommendations to the Superintendent and School Board regarding revenues, expenditures and investments. Publishes budget information as required by law.
2	Supervises staff to include prioritizing and assigning work; conducts performance evaluations; ensures staff is trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary recommendations.
3	Negotiates contracts with outsourced services including custodial services, food service and transportation, and provides financial data to support contract negotiations between staff and the School Board.
4	Prepares various financial and statistical reports and referendum information and presents information to the School Board, Finance Committee, and the public.
5	Ensures generally accepted accounting practices are complied with by training and overseeing District Office accounting staff, assists in problem solving, reviews MARSS report, approves invoices for payment, reviews incoming revenue and receipts, and ensures all state, federal and District guidelines, rules or laws are adhered to and met.
6	Monitors all Health and Safety projects for the District. Provides health and safety data to the Minnesota Department of Education.
7	Prepares year-end reports and auditor's paperwork including preparing journal entries, financial statements and federal and state accounting reports.
8	Works directly with architectural firms, construction manager, and financial advisors.
9	Works with Superintendent and School Board in contract negotiations.

10	Monitors and oversees school building projects and deferred maintenance projects.
11	Responsible for keeping his or her portion of the website updated.
12	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Associate's Degree in business administration, accounting or related field, and five or more years of related experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles (G.A.A.P.). • Knowledge of federal and state laws governing the District. • Knowledge of supervisory theories and principles. • Knowledge of computers and related software applications. • Knowledge of general office equipment. • Knowledge of District policies and procedures pertaining to functional areas of accountability. • Knowledge of short- and long-term financial goals.
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Skills Required	<ul style="list-style-type: none"> • Skill in reconciling accounting records, reports and journals. • Skill in preparing financial and auditor reports. • Skill in applying supervisory theories and practices. • Skill in using computers to retrieve and manipulate financial data. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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