

Duquesne City School District

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Business Manager

Job Description Summary

In cooperation with District administrators and staff and under the direction and supervision of the Superintendent, the Business Manager facilitates the educational program, acting on District matters relating to the management and utilization of fiscal, material, and physical resources in a cost-effective, efficient, and equitable manner. The Business Manager will serve as the Chief Financial Officer (CFO) to ensure fiscal accountability and will work collaboratively with the Superintendent to develop strategies, and plans for sustaining District operations through cost-effective and efficient means.

Qualifications and Essential Skills

- Minimum Bachelor's Degree in Accounting, Business Administration, or related field. Master's in Business Administration or CPA certified preferred.
- Act 33 / 34, Act 114, and Act 151 Clearances required.
- Valid Driver's License.
- Minimum of (5) five years of professional experience in Business Administration or related position in public school accounting.
- Demonstrated knowledge and application of current laws and regulations directly related to effective business management of a public school and public school accounting principles, practices and trends.
- Able to clearly and effectively present information, interpret data and articulately respond to questions from administrators, staff, parents, students, business and educational partners, and the general public.
- Able to apply critical thinking, problem-solving, and the highest standards of personal and financial integrity in a fast-paced and collaborative environment.
- Able to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability.
- Able to increase capacity, accountability, and efficiency for improved cost-effectiveness and efficiencies among administrative and professional personnel.
- Able to enhance communication, critical thinking skills, and collaboration among administrative and professional personnel.
- Able to work on multiple tasks and prioritize appropriately with minimal supervision.
- Able to recognize areas of concern relating to educational leadership issues and propose or recommend appropriate solutions.
- Able to exercise initiative and make independent decisions to prioritize and reschedule work to meet deadlines or to effectively handle emergency work.
- The ability and desire to be an advocate for children, youth and public education.
- The interest and ability to work as a member of an Executive Leadership Team.
- Possess Executive Core Qualifications, including the ability to lead change and lead people, the ability to meet District goals with a focus on results, the possession of business acumen, and the ability to build coalitions. Must be able to lead and manage, and to ensure that targeted goals and initiatives are achieved.
- Able to display a courteous, professional and tactful demeanor and able to work and act with maturity and harmoniously with all types of individuals.
- Able to accept and provide constructive criticism.
- Able to accept direction from supervisors.
- Able to be a leader, coordinator, and a member of a team.
- Able to be respectful and empathetic.

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- Proficient with Microsoft Office Suite and Google Applications including, but not limited to, Word, Google Documents, Excel, Google Sheets, PowerPoint, Google Slides, etc. and the willingness to experiment with new technologies. Remain current with advanced technologies for discovery, evaluation, and implementation of the same.

Essential Duties and Responsibilities

- Supervise the accounting system necessary to provide District officials and administrators with accurate financial facts as the basis for formulating policies and decisions; provide proper safeguards for custody of public funds.
- Perform pre-audit(s) of internal procedures; determine that prepared statements present fairly the financial position, propriety, legality, and accuracy of financial transactions; proper recording of all financial transactions; post-audit procedures; external audits; reconciliation of internal and external audits; conduct internal reviews of student activities, imprest and petty cash funds in the District schools; monitors food service accounts.
- Enter all necessary journal entries and complete monthly bank reconciliations for all accounts.
- Develop procedures and policy relating to cash management and investments; develop cash projection report(s) of revenues and expenditures of the general fund; select the type and source(s) of investments; secures proper collateralization of investments; maintain records and prepare monthly reports of cash and investments; provide for full investment of all surplus funds.
- Responsible for debt service and capital fund management. Perform long and short-term financing, including Tax Anticipation Notes (TANS); maturities and debt payments; long-range capital improvement programs; short-term debt management; debt service payment procedures and reports; investment of surplus capital funds; refunding of bond issues.
- Implement the District's financial accounting system in accordance with the Manual of Accounting and Financial Reporting for Pennsylvania Local Educational Agencies (LEAs); translate the school budget into a business office accounting system; prepare the annual financial report of the District and other financial reports as required for submission to the State; prepare monthly financial reports to the Board of School Directors; interprets the annual audit report; supervise accounting procedures on payroll operation, accounts payable, trust and agency accounts, local, state and federal taxes, retirement, social security, insurance programs, capital reserve funds, student activity funds, and construction funds.
- Responsible for financial planning and budgeting. Compile and prepare annual education budget; long-term fiscal planning; operating budget control; expenditure and revenue estimates; fiscal relationships with other governmental units; prepare monthly financial reports for the Board of School Directors, and other financial reports as needed.
- Responsible for insurance and risk management. Perform reviews and selection of insurance programs; determine coverage to be provided; obtain insurable values on building and contents; file insurance claims and reports; direct insurance procurement procedures; maintain insurance policies and claim records; develop specifications and place insurance with companies, agents, and brokers.
- Supervise payroll operations for payment of all employees in accordance with negotiated contracts and Board policies; supervise completion of local, state, and federal reports on payroll deductions; responsible for establishing payroll policies and procedures; supervise proper accounting of all payroll disbursements; supervise and audit all payroll records.
- Provide information necessary for unemployment and worker's compensation claims and appeals.
- Act as designated purchasing agent for the District; process purchase orders; recommend and enforce purchasing policies, procedures, and regulations; prepare specifications and determines quality of equipment and supplies; enforce school code requirements for bidding and purchasing; responsible for storage and delivery of supplies; maintain inventory control; serve as the District's expert on the source and cost of supplies, equipment, and services; maintain records and catalogues on items to be purchased.
- Responsible for real estate and fixed asset management. Maintain inventory records and determine values of fixed assets; secure adequate insurance and provide for security of fixed assets; responsible for management of real and personal property records.
- Review tax collections of, and when necessary, provide input to the locally elected and appointed tax collectors (EIT and Real Estate) for the District.
- Collaborate with Public Finance Management (PFM) Asset Management LLC to focus on asset management, financial projections, interpretation and analysis, and completion and / or renewal of a 5-year financial plan as it relates to the District's Financial Recovery Plan.

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- Serve as a member of the District's negotiating team; provide pertinent fiscal data for negotiations, including salary projections; contract interpretation of financial information.
- Provide financial data for state and federal financial grants; provide assistance in securing financial grants; monitor District use of grant monies.
- Responsible for implementation and maintenance of financial software; able to demonstrate skill and in-depth understanding and working knowledge of applications.
- Work collaboratively with the Director of Facilities and Safety and Security Coordinator on operations, maintenance, capital projects, and student transportation operations. Provide guidance and oversight of the District's long-term capital plan and implementation.
- Work collaboratively with the Director of Facilities and Safety and Security Coordinator to establish accountability for energy consumption and to establish a District energy management program for the reduction of utility consumption.
- Work collaboratively with the Director of Food and Nutrition services on financial operations, and provide direct supervision to this position.
- Serve as the District's Record Retention Officer for non-educational records, the District's delegate to the Allegheny County Tax Collection Committee in accordance with Act 32, and as a member of the Duquesne City School District Education Foundation Board of Directors.
- Manage the tracking, monitoring, and reporting of work hours for employees who may become eligible for District health insurance under the Affordable Care Act, including determination of eligibility for coverage.
- Oversee payroll data to the Special Education Department for submission to the third-party administrator of the School Based Medical Access Program on a quarterly and annual basis.
- Coordinate the District's E-Rate program through the District's third-party administrator. Ensure financial and demographic information is submitted to USAC (E-Rate) annually to obtain discounts on certain technology expenditures of the District, resulting in savings of approximately 50%.
- Access E-Grants, a State website, providing and requesting District financial data throughout the year. Data is used in determining subsidy amounts and grant(s) payments.
- Attend Board meetings and work sessions and serve as Board Treasurer. Attend meetings and conferences as required by the position. Attend professional seminars and workshops.
- Supervise and evaluate the performance of the following employees:
 - Director of Food and Nutrition Services, contracted and / or subcontracted.
 - Business Office staff.
- Serve as a member of the District's Emergency Management Plan Team.
- Provide, as needed, oversight for the operations, including fiscal reporting and problem resolution for the following departments:
 - Food and Nutrition Services
 - Business Office staff
- Ensure proper adherence to District policy and procedures, and ensure proper adherence to applicable contract language that is in effect for the District.
- Provide fiscal oversight and reporting for Federal Programs, such as but not limited to, Title I thru IV, ACCESS and IDEA Federal funds, and other federal or state grant funding.
- Coordinate and review all fiscal reports of grant and entitlement programs prior to submission to the grantor agency.
- In cooperation with the Executive Leadership Team, plan and conduct internal financial and operating audits to define control weaknesses and recommend cost effective and value-added remedial measures.
- Oversee the recording of expenditures for construction projects; submit appropriate documentation to PDE for PlanCon reimbursement.
- Communicate effectively and keep the Superintendent and the Board of School Directors informed and involved as essential to a successful fiscal operation and school district. Involvement is critical to the Superintendent and the Board of School Directors in contributing ideas, responding to suggestions, and serving as sounding board regarding fiscal issues, accountability, and operational issues.

Additional Responsibilities

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- Assist in providing school information that is necessary for the District calendar, newsletter, website, meeting agendas, etc.
- Actively participate in the Superintendent's Administrator Cabinet meetings and be a District leader displaying teamwork ethics and support to other District Administrators and staff as needed.
- Work collaboratively and cooperatively with the Receiver, acting as the Board of School Directors, so long as the District is in Receivership as a financially distressed school district.
- All other duties as assigned by the Superintendent or Designee.

Reporting

Reports directly to the Superintendent or Designee

Terms of Employment

Individual employment agreement, including benefits as they are defined in the Act 93 Agreement.

Physical Demands

This position requires frequent standing and / or sitting, and the ability to maneuver around a multi-level facility. The employee will be required to operate various computer / technical systems for data entry and to demonstrate technological aspects of this position as described above. This position requires moderate physical effort and is subject to Occupational Health and Safety risks. Other physical demands of this position include:

- Able to sit and / or stand for extended periods of time.
- Lifting, carrying, pushing, pulling up to 30 pounds.
- Kneeling, crouching, bending, and reaching to retrieve and handle materials and supplies.
- Manual hand / finger dexterity.
- Speak clearly and distinctly when communicating.
- Hear clearly.
- Adequate vision to perform duties.

Work Environment

Employees of the Duquesne City School District engage in the important and fulfilling enterprise of educating students in the City of Duquesne. Employees must believe in, value and be committed to the educability of all; must promote the school district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position. A sample of specific elements associated with the work environment of this position includes:

- Moderate to frequent traversing through a multi-level facility.
- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Frequently required to work at a fast pace.
- Comfort with ambiguity.
- Requires considerable concentration and creativity.
- Able to adjust daily work plans and work hours to be highly responsive to school needs.
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load, but must be able to maintain work / life balance amidst intense work demands.

ADA

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The Duquesne City School District will make reasonable accommodation in compliance with the American with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Additional Information

The Duquesne City School District (DCSD) does not discriminate on the basis of race, color, national origin, sex, sexual orientation, physical / mental disability or age in its programs, activities, career and technical education programs or employment and provides equal access to all designated youth groups. It is the policy of the Duquesne City School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact: DCSD Administration and Business Office, 300 Kennedy Avenue, Duquesne, PA 15110 or 412-466-5300, extension 7006.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. This job description is subject to change as determined by the Superintendent of Schools.

Business Manager:

Signature

Date