

## JOB INFORMATION

TITLE: **Business Manager**

EMPLOYEE GROUP: \_\_\_\_\_ ADDITIONAL JOB CODES: 102

SHIFT: 8 hours/day, Monday – Friday  
40 hours/week

TERM OF EMPLOYMENT: Full Time, 12 Month Position

HOLIDAYS: As Per School Calendar

LOCATION(S): District Administration Office

RATE OF COMPENSATION: Contract

FSLA: Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

Last Edited On: \_\_\_\_\_ Board Approval Date: 02/02/2021

## ORGANIZATION

DEPARTMENT: Business Office REPORTS TO: Superintendent of Schools

## JOB SUMMARY

### SUMMARY

*Serves as Chief of Staff for the business office and associated operations. Coordinates mission, operations and information flow in support of educational staff and students.*

### QUALIFICATIONS

*The Business Manager shall:*

- a. Possess at least a Bachelor's Degree in business administration/ finance/ management or accounting plus experience in a public school district in most of the areas of specialization included under "Scope of Responsibilities";
- b. In addition, the Business Manager shall preferably be enrolled as a Pennsylvania Registered School Business Administrator; and
- c. The Business Manager shall meet all of the requirements outlined in the advertisement for the Business Manager's position at the time the position is posted.

## ESSENTIAL FUNCTIONS

### SCOPE OF RESPONSIBILITIES

1. Financial Planning and Budgeting
2. Accounting Services
3. Purchasing
4. Transportation
5. Personnel Administration
6. Office Services
7. Insurance
8. Facilities Services
9. Food Services
10. Program Management
11. General Administration

### ESSENTIAL FUNCTIONS

*The Business Manager has the following essential functions:*

1. **Financial Planning and Budgeting**
  - a. Develop budget guidelines, coordinate preparation of the budget, and assist administrators in review of the budget.
  - b. Utilize program budgeting procedures in preparing the District budget.
  - c. Coordinate the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board of Education and Town Council.
  - d. Submit periodic statements to the Board of Education detailing the status of the budget appropriation.
2. **Accounting Services**
  - a. Establish and supervise, through the Accountant, a program of accounting and reporting for the financial affairs of the District.
  - b. Establish controls for transfer of budgeted funds, as requested by program directors, department heads, and school administrators.
  - c. Prepare financial reports as required by state and federal agencies.
  - d. Prepare appropriate financial reports to record data and provide information for management decisions.
  - e. Appraise existing accounting and financial policies and procedures as to their adequacy and effectiveness.
  - f. File a financial report annually for audit by an independent certified public accountant.
  - g. Coordinate the programs of outside auditors.
  - h. Implement audit suggestions on a timely basis.
  - i. Process invoices and receipts and prepare Town Treasurer Reports on special revenues, such as community use of building charges, summer school, tuition students, etc.
  - j. Complete, monitor, and report the activities applicable to state and federal funded activities.
  - k. Prepare a District-wide plan for the management of school activity, student body, and school-based internal funds.

**3. Purchasing**

- a. Coordinate the purchase, maintenance, and inventory of all supplies and equipment for offices and instruction to take advantage of bidding, cooperative, and bulk purchase, based upon requisition specifications. Excepted are textbooks, library, music, and those other material aids deemed not suited. Included are copiers, typewriters, service contracts, etc.
- b. Develop and administer a program for securing contracted services.
- c. Directs the purchase, by competitive bidding, informal quotations, and negotiation, of items of supply, and equipment, and contracted services necessary for the operation of the school district.
- d. Reviews or prepares bidding documents, including notice to bidders, instruction to bidders, specifications and the form of proposal.
- e. Develop a fixed asset inventory for insurance and control purposes.

**4. Transportation**

- a. Develop and administer a transportation program to meet the Board of Education requirements for the public and nonpublic schools in the District.
- b. Prepares and administers the transportation budget.
- c. Develop recommendations for future transportation needs based on forecasts of resident students.

**5. Personnel Administration**

- a. Supervise the staff accounting, payroll, and all related data in the area of personnel administration; i.e., keeping the needed information concerning number of personnel, dollars involved with such personnel, and all other related data concerning professional and support staff.
- b. Verify employee services and prepare special reports required for income tax, social security, and other special withholdings.
- c. Prepares pertinent fiscal data for negotiations, including data relevant to benefit programs.
- d. Assists in the selection and revision of employee health insurance programs.

**6. Office Services**

- a. Establish procedures for record keeping and maintaining all records that audit and legal requirements demand.
- b. Establish standard operating procedure manuals for the effective workflow of paper processing.
- c. Review form design and update form requirements as needed.
- d. Provide administrative office services dealing with telephone, postage, and office equipment operation, general mail receipt and distribution, including courier service for interschool mail, and centralized copying/duplicating services.

**7. Insurance**

- a. In accordance with the requirements of the programs in which they are employed, coordinate the student, workers' compensation, liability, automobile, and property insurance.

**8. Facilities Services**

- a. Administer, through the Director of Maintenance, a program of plant operation and maintenance; security and property protection; and community use of school facilities.

**9. Food Services**

- a. Administer, through the Food Services Director, the school lunch program and cafeteria services.

**10. Program Management**

- a. Develop a comprehensive plan for the operation of the total school business services program.
- b. Delegate the authority necessary to accomplish department functions.
- c. Implement and observe all Board of Education business policies for the District.
- d. Develop and operate a management control system that monitors department activities.

## Business Manager

- e. Effectively communicate with staff regarding issues involving the educational program and the furnishing of support services to all levels of the school system.
- f. Coordinate and communicate support services activities with appropriate town and state agencies.
- g. Provide leadership in assessing and providing for staff development needs in the area of support services.
- h. Provide continuous evaluation of support service programs.
- i. Keeps abreast of issues and trends in the areas of school business administration through literature, participation in school business officials associations, and attendance at approved workshops and seminars.

### 11. General Administration

- a. Act as advisor to the Superintendent concerning financial affairs and matters of general importance to the educational program.
- b. Serve as the District's Right-to-Know Officer.
- c. Provide necessary business services in cooperation with the instructional activities of the School District.
- d. Participate in the decision-making and policy development processes within the system.
- e. Participate constructively in professional meetings with administrative staff and colleagues.

### MISCELLANEOUS RESPONSIBILITIES

*The Business Manager shall also:*

- a. Perform all other duties as directed by the Superintendent of Schools; and
- b. Engage in professional learning as necessary to effectively perform all responsibilities of the position.

### WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

### ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

### PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

### **SENSORY ABILITIES**

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

### **TEMPERAMENT**

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

### **COGNITIVE ABILITY**

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;
- f. Ability to work independently and make work-related decisions;
- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

### **LICENSE**

- a. Valid Driver's License

### **COMMENTS**

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions, as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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 made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.