

Central Administrative Offices
701 Clay Avenue • Tyrone, PA 16686
Phone: 814-684-0710
Fax: 814-684-8408

Tyrone Area Elementary School
601 Clay Avenue • Tyrone, PA 16686
Phone: 814-684-1342
Fax: 814-684-2149



TYRONE
AREA SCHOOL DISTRICT
Soaring Forward to Explore, Challenge and Succeed
www.tyrone.k12.pa.us

Tyrone Area Middle School
1001 Clay Avenue • Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-682-1013

Tyrone Area High School
1001 Clay Avenue • Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-684-4245

JOB DESCRIPTION

JOB TITLE:	Business Administrator		
DEPARTMENT/ASSIGNMENT:	District	CONTRACT DAYS:	260
REPORTS TO:	Superintendent	FLSA STATUS:	Exempt
DIRECTLY SUPERVISES:	Support Staff including: Tax Office/Accounts Receivable; Human Resources; Child Accounting; Accounts Payable; Payroll/Benefits Director of Physical Plant and Director of Technology		

OVERALL PURPOSE

This position is responsible for providing sound fiscal management in all business-related aspects of the school district. The Business Administrator serves as a leader and provides guidance in adherence to Board policies and procedures, general accounting principles, and the PA School Code.

This position is required to conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Tyrone Area School District (TASD). This position maintains a thorough working knowledge of and adheres to the policies, regulations, and procedures of TASD.

ESSENTIAL FUNCTIONS (other duties may be assigned)

1. Prepare and present the monthly Financial Reports for the Tyrone Area School Board, including reports on all expenditures, investment schedules, tax updates and other relevant financial statements requiring Board approval or information.
2. Establish an effective working relationship with the Superintendent, School Board, and District Administration and Staff regarding all financial aspects of the school district governance, leadership, planning and budgeting responsibilities.
3. Utilize current electronic and computerized tools for budget planning, financial operations, report development, personnel information and administration.
4. Develop a professional and effective working relationship with the Blair County Tax Collection Bureau and other local financial agencies to ensure maximum and timely revenue collection. Manage and maintain assessment, levy and tax collection information.
5. Direct the bi-weekly administration of the District's payroll account and procedures.
6. Direct the administration of all the District's employee benefits packages including annual open enrollment.
7. Direct the administration of all District insurance programs related to property, general liability, errors and omissions, workers' compensation, student activities, business, auto, crime and builder risk. File claims as needed with carrier.

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8. Direct the District's requisition process through purchase orders and invoice payment of all supplies and materials as supported in the budget.
9. Lead, manage and complete, the process to development of the Annual Budget with the Superintendent and Board.
10. Participate as a member of the District negotiating team as Lead Negotiator for all contract negotiations to contribute to the analysis and forecasting of all economic issues.
11. Direct the District's investment portfolio strategy of all district funds according to Board Policy, make recommendations to the Superintendent and Board, and carry out transactions to maximize the investment return.
12. Provide projections of revenue and expenditure and all essential fiscal data required in the preparation of a prospectus for bond sales.
13. Direct the District's debt service reduction/payment program according to Board Policy through a responsible interaction with bond counsel.
14. Direct the administration of all federal, state and grant monies relative to programs in special education, Federal Programs, and ACCESS reimbursement, transportation, and regular educational programs.
15. Direct the student accounting procedures related to student attendance, student residency, and state subsidies.
16. Review and recommend policies to the Board to ensure current and legal District fiscal policies.
17. Assist the administration in the accurate and timely completion of all federal, state and local forms relative to District fiscal matters.
18. Utilize tools such as cost-benefit analysis, marginal cost determination, delinquent tax collection, and regional economic forecasting and grant application strategies.
19. Assist the administration in preparing and submitting competitive grant applications to secure alternative funding.
20. Administer the District Student Activities Account and procedures in compliance with GASB standards.
21. Complete the preparation for the Annual Financial Audit and Annual Financial Report.
22. Administer the fiscal operations of the District Food Service Program and serve as the Food Service Director, including the completion of all required annual training credits.
23. Administer the competitive bidding process relative to the Annual Budget and special circumstances that require the solicitation of quotations or competitive bids.
24. Assist in the development of capital improvement plans and the administration of capital improvement funds and capital reserve funds.
25. Conduct all financial matters of the Tyrone Area School District according to state and federal laws, Tyrone Area School Board Policy and the highest ethical standards required of a public official.
26. Maintain membership in the Pennsylvania Association of School Business Officials to maintain current fiscal policies and procedures for the Tyrone Area School District.

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27. Administer the transportation contract with the Board approved carriers and support the transportation department in all matters related to transportation.
28. Supervise and coordinate activities of business office clerical staff.
29. Banking oversight through the continued evaluation and monitoring of banking services. The periodic evaluation of the diversification of funds and the value and cost of banking services shall be conducted.
30. Healthcare Benefits oversight through active involvement and participation in the Blair County School Healthcare Consortium.
31. Maintain a positive public relations program and always project a desirable school/district image.
32. Coordinate services for students designated as McKinney-Vento status by the homeless liaison.
33. Other duties assigned by the Superintendent of Schools.

OTHER DUTIES AND RESPONSIBILITIES

1. **Board Secretary** - Advertise and attend all board work sessions and board meetings, prepare meeting minutes, and other duties recommended by the Board.
2. **Wellness Committee Chairperson** - As required by PDE, work with stakeholders and district staff to direct policy for board approval. Assure that district wellness policy and administrative regulations are posted publicly. Work through the district insurance broker for committee PDE certification.
3. **Title IX Coordinator** – Collaborate with Director of Curriculum and Instruction on all matters referred for Title IX review.
4. **District Safety Committee Chairperson** - Ensure that all obligations of a Workplace Safety Committee are met, as required for Workers Compensation.
5. **Open Records Officer** – Responsible for complying with right to know laws and responding to associated requests.

QUALIFICATIONS

Education/Experience/Training

- Bachelor's Degree in Business Administration/Accounting or similar related discipline
- Minimum of three (3) years of experience in public school business administration preferred or the equivalent experience in governmental accounting operations.

EVALUATION

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation and the business administrator contract.

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KNOWLEDGE/SKILLS/ABILITIES

Physical Demands	Frequent travel to school district offices and classrooms Frequent walking throughout various buildings Often sitting at desk for extended periods Standing for limited periods of time Moderate lifting from 15 to 30 pounds Some carrying – up to 30 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Work Environment	Generally, office and classroom setting.
Temperament	Ability to work as an instructional leader and member of a team Must be courteous and able to effectively manage students. Must be cooperative, congenial and service-oriented, and promote these qualities in the staff, students and public. Ability to work in an environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions and give direction to others Ability to create and delegate assignments Ability to complete assigned tasks with minimal supervision Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively at all levels
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently Must appropriately handle confidential information Ability to use AV equipment for group meetings and presentations
License	Valid Driver's License

PERSONAL PROTECTIVE EQUIPMENT

This position does not typically require the use of personal protective equipment.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act ADA and is not an exhaustive list of the duties performed for this position.