Business and Operations Manager

Purpose Statement
The Business and Operations Manager supervises the overall business operations of the School District, develops and implements School District policies, and carries out the directives of the School Board.

Supervisory Relationship
Reports to: Superintendent
The Business Manager shall report directly to the Board and shall be employed, disciplined, and terminated by the Board

Essential Functions

- **Leadership:**
  - Support the Superintendent and School Board with finance and business operations.
  - Organize and oversee the business activities of the District.
  - Present reports to the School Board on the financial status of the District.
- **Administration:**
  - Implement School Board policies effectively.
  - Develop and present the Annual Budget for consideration by the Superintendent and the School Board and manage the budget according to approved authorizations.
  - Manage the investment of District funds and oversee credit needs.
  - Ensure the School District has adequate insurance coverage.
  - Coordinate both internal and independent audit processes.
  - Oversee all accounting, payroll, inventory, E-Rate, and fixed asset management procedures.
  - Administer all aspects of District facilities and transportation.
  - Represent the District in construction projects.
  - Assess weather and road conditions to provide recommendations on bus operations and potential school closings to the Superintendent.
  - Handle the disposal of the District's surplus property, serving as the Surplus Property Official Representative.
  - Facilitate land acquisition for future schools and other District facilities.
  - Oversee the District's safety program, including risk management and workers' compensation activities, ensuring staff training and regular self-inspections.
  - Supervise the Child Nutrition program and the Print Shop.
  - Oversee the preparation of state and federal reports.
  - Organize and manage school elections.
  - Maintain records for non-resident District students.
  - Sign employment, service, and purchase contracts on behalf of the District as delegated by the Superintendent and as required by North Dakota Century Code.
  - Develop effective procedures for requesting, purchasing, storing, inventorying, and distributing District assets, supplies, and equipment.
  - Conduct all bidding procedures for District facilities, equipment, and supplies in compliance with state laws and District policies, ensuring fair and impartial consideration to all parties.
  - Manage the financial affairs of the District, including the collection, safekeeping, and distribution of all funds, along with accounting and reporting procedures, and long-range financial planning.
  - Perform other duties assigned to the School District Business Manager per North Dakota Century Code.
- **Management:**
  - Oversee staff in the Accounting Department, Facilities and Transportation, Safety, Child Nutrition program, and Print Shop.
  - Select, supervise, and evaluate direct reports.
  - Assist the School Board with salary negotiations for employee groups.

- **Communication:**
  - Aid in explaining and communicating District finance and business issues to the public, media, government officials, and staff.
  - Collaborate with administrators and staff to develop an understanding of the procedures expected for District business functions.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform other duties as assigned to support the effective operation of the work unit.

Job Requirements: **Minimum Qualifications**

Skills
- Strong organizational and supervisory skills.
- Expertise in financial management and business operations.
- Effective communication and interpersonal skills.

Knowledge
- Knowledge of school finance and accounting.
- Understanding of business management practices and systems.
- Project development, goal attainment, and time management.
- Knowledge of state laws and District policies related to school operations.

Abilities
- Schedule a significant number of activities, meetings, and events.
- Work flexibly with a diverse group of individuals and organizations.
- Make informed decisions based on data and policy guidelines.
- Provide direction and leadership.

Responsibility
Provide leadership and oversight for District business operations. Ensure compliance with policies and procedures. Manage financial resources and long-range planning for the District. Continually impact the organization's services

Work Environment
Work primarily in an office setting within a school environment. Some travel may be required to different District sites and for meetings or training.

Experience
A minimum of 8 years of experience in business management and/or systems management, including supervisory experience. Preference given to applicants with experience in school finance/accounting.

Education
Bachelor's Degree

Continuing Education/Training
Participate in ongoing training and professional development as required

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
To be determined by School Board

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.