

JOB DESCRIPTION

Job Title:

Business Manager

Job Summary:

To carry out the business and supervisory tasks of the Central Office and other clerical employees.

Supervisor:

Superintendent of Schools

Hours:

Salaried 40 hour work week.

Duties and Responsibilities:

An employee in this position may be called up to do any or all of the following (*does not include all tasks employee may be expected to perform*).

1. Everyday operation of the Central Office.
2. Delineation of all business functions and assignments of all duties to district-wide office personnel.
3. Supervision of clerical staff work assignments emphasizing satisfactory and timely completion of all tasks.
4. Internal auditing of all accounts including general fund, food service, and building trust accounts.
5. Prepare Accounts Payable and Financial Statements for the board of education meetings.
6. Prepare all Accounts Payable checks on a monthly basis for board meetings and otherwise as necessary
7. Maintain records and reports of all business transactions in order to meet State, Federal and Michigan Department of Education deadlines. These include but are not limited to SID (School Infrastructure Database), FID (Financial Information Database, etc).
8. Oversee technology implementation in all offices.
9. Software updates as deemed necessary to maintain records (including student records, financial, payroll and human resources).
10. Monitoring of all district investments.
11. Assist in budget planning and implementation.
12. Maintain Notary Public Status.
13. Implement all policy and legal changes.
14. Active membership on district-wide committees, i.e. Technology, School Improvement, etc.
15. Facilitate in-service education.
16. Evaluation of clerical staff work performance in conjunction with Administration.

17. Attend Board of Education meetings as requested.
18. Oversee and prepare all documentation for annual audit.
19. Be available for on-site audit.
20. Continue education to remain current on all laws and regulations including GASB, SAS, ORS etc.

Desirable Qualifications for Employment:

An employee in this position, upon appointment, should have the equivalent of the following knowledge, training and experience.

1. Bachelor's Degree with emphasis in accounting and business management.
2. Demonstrated history of honesty and trustworthiness in previous work assignments.
3. Advanced computer knowledge.
4. Good verbal and written language skills.
5. Ability to work effectively with other employees and general public.
6. Ability to perform managerial duties when dealing with clerical staff.
7. Must be clean, neat and dress appropriately.