

JOB DESCRIPTION – BUSINESS MANAGER

JOB TITLE: Business Manager

DEPARTMENT: Chequamegon School District

REPORTS TO: District Administrator

WORKERS SUPERVISED: Accounts Payable/Payroll Clerk

POSITION SUMMARY: Perform district required duties in managing the following category areas; Payroll, Budget Management and Financial Planning, including Cash Management and Investments; Accounting, Purchasing, Payables, Benefits, Audit, Reporting and Related Activities; Real Estate; Insurance/Risk Management and Legal Services; Data Processing Management; Food Service and Transportation; Negotiations and Contract Management.

QUALIFICATIONS:

Education: Post-secondary degree preferred in accounting or business management or a combination of education and experience.

Experience: Proficient experience with personal computers, file servers, standard office application software, particularly advanced spreadsheet experience, school financial software, and office equipment. Knowledge and experience in governmental fund accounting.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

ESSENTIAL JOB FUNCTIONS/TASKS:

1. Develops and implements management policies relating to the district's business and financial matters.
2. Utilizing current computer software, maintains a complete and systematic set of financial records for the District following accepted accounting principles.
3. Records the detail of all district financial transactions in appropriate format.
4. Prepares financial statements, income statements and cost reports to reflect the financial condition of the School District.
5. Traces errors and records adjustment to correct charges or credits posted to incorrect accounts.
6. Records and handles all cash receipts and payments.
7. Completes Department of Public Instruction and other state reports as required.
8. Tracks all debt serviced transactions and payments.
9. Regularly reviews cash flow, investments and borrowing and provides advice and recommendations to the Board and District Administrator regarding the same.
10. Assists administration in the budgeting process. Enters new budget and changes into the accounting system.
11. Handles food service reports and claims including year-end reports.
12. Prepares pre-audit materials and computer reports for the district auditors up to and including trial balance. Works directly with auditors during the entire audit.
13. Completes yearly fiscal closing and reopening of the financial books.
14. Records and deposits revenues for the district.

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15. Prepares business records necessary to protect the district's interest regarding lawsuits in which the district is involved.
16. Prepares costing and review of financial proposals for contract bargaining and consults with the District Administrator on financial bargaining strategies.
17. Reconciles checking accounts, savings accounts and scholarship accounts with bank and district records. Reports financial report monthly to the Board.
18. Records and reports all district financial surveys.
19. Prepares specs to solicit bids.
20. Reviews bids and makes recommendations to the Board and District Administrator regarding the same.
21. Oversees retiree benefit payments.
22. Prepares the annual district budget for review with administration; assists in presenting the budget for approval and adoption by the Board of Education; insures that the budget is properly and timely published in publication format.
23. Other duties as assigned.

Payroll

1. Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
2. Process paperwork for new employees and enter employee information into the payroll system.
3. Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
4. Compute wages and deductions and enter data into computers.
5. Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
6. Process and issue employee paychecks and statements of earning and deductions.
7. Keep track of leave time, such as vacation, personal, and sick leave for employees.
8. Compile employee time, production, and payroll data from time sheets and other records.
9. Distribute and collect timecards each pay period.
10. Issue and record adjustments to pay; related to previous errors and retroactive increases.

SKILLS, KNOWLEDGE AND ABILITIES:

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Communication — Ability to communicate clearly and concisely, both orally and in writing with good people skills, including development of a good working environment and team relationships.

Confidentiality — Ability to handle sensitive information in a confidential manner.

Judgment/Decision Making - Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work independently and make work-related decisions. Ability to exercise prudent judgment to meet district goals.

Clerical — Knowledge of administrative and clerical procedures and systems such as word

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processing, managing files and records, and other office procedures and terminology.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Computers and Electronics — Knowledge of personal computers, standard office application software, particularly advanced spreadsheet experience, school financial software, and office equipment.

Accounting — Knowledge of codified accounting systems, particularly with WUFAR system.

Employment Law — Knowledgeable in federal and state labor laws.

ESSENTIAL REQUIREMENTS:

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

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Administrator

Date