

Business Manager

Desired Qualifications:

A Bachelor's degree from an accredited college or university.

At least eight years of successful experience in teaching, administrative and/or supervisory fields, and/or business experience.

Licensure with Iowa Board of Educational Examiners or able to obtain.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Superintendent

Supervises (Directly or Indirectly):

All Support Personnel

Position Goal:

To administer the business affairs of the district in such a way as to provide the best possible education services with the financial resources available. To assist the superintendent substantially and effectively in the task of providing a smooth operation of the school system.

Functions of Business Manager:

Is responsible for understanding and adhering to the Uniform Financial Accounting manual and the current, accepted Chart of Accounts.

Codes all salaries and benefits to the appropriate function, program, and project (if applicable) of service on a monthly basis.

Ensures revenues, expenditures, and expenses are appropriately coded to the correct account on a monthly basis.

Ensures balance sheet items are properly coded as directed.

Understands and ensures implementation of state and federal law related to employment, personnel, and payroll.

Has an understanding of all projects and grants for which the district receives funding.

Understands the certified budgeting process and the content and purpose of each section of the Aid and Levy Worksheet.

Understands the concept of spending authority.

Provides data on a monthly basis in sufficient detail as to be informative and useful for decision makers and stakeholders in providing educational and co- and extra-curricular programs.

Ensures delivery, on a monthly basis, of a statement of receipts, disbursements, and amount on hand for every fund.

Ensures reconciliation of bank statements on a monthly basis.

Consistently follows the procedure by which products and services may be purchased (state bidding requirements, purchase orders, and purchasing processes).

Ensures an annual line item budget is completed in a timely way.

Maintains an itemized statement no more than five years old of the appraised value of all buildings and other capital assets and a list of historical costs.

Invests moneys not needed as authorized under Iowa Code and district policy.

Uses only depositories approved by the board.

Makes payments only to the person entitled to the payment and only for verified bills.

Understands and implements the various mechanisms by which to borrow money as well as the appropriate account coding and repayment processes.

Is able to produce budget forecasts and analyses of spending.

Produces periodic board reports, reflecting a financial statement in relation to spending authority and published budget control lines.

Ensures that an accurate and separate account of each fund is maintained.

Ensures the filing of all quarterly and annual payroll taxes and reports in a timely fashion, including, but not limited to IRS forms 941, 1099, W2, W3, and OMB Circular A-87.

Files with the Department of Education, the Department of Management, and the State Auditor, all required reports in a timely fashion.

Understands the local collective bargaining agreement as well as nonemployee contracts

Understands the district's board policies and procedures and effectively implements applicable policies and procedures.

Implements effective records management processes and procedures.

Has a working knowledge of laws applicable to school districts and area education agencies.

Understands and implements employment laws.

Understands and implements bidding and construction laws.

Understands and implements pension processes including, but not limited to, retirement plans, IPERS, and 403B investments.

Ensures board president and secretary signatures are on all checks and the board president's signature is on all contracts.

Ensures billing for all tuition items is complete on the current prescribed timeline.

Manages scheduling and preparation for the local audit, including any Request For

Proposal for audit services as applicable.

Effectively manages an integrated accounting system for fund accounting by the district and is able to assess technology needs for fiscal management issues.

Maintains all funds in one integrated accounting system.

Displays a working knowledge of other software programs if required to be used by the school business official.

Is able to use word, database, and spreadsheet documents effectively to meet the needs of the district.

Displays competence with the secured Department of Education web site for reporting purposes and has attended applicable training sessions on usage.

Is able to upload the Chart of Accounts and understands the relationship of the Chart of

Accounts to the other reports including, but not limited to, the special education supplement, the annual report on use of sales tax revenue, and the annual transportation report. This includes testing accounts used for accuracy in a manner that allows for identification of issues prior to the actual submission deadline.

Is an effective communicator with all stakeholders including, but not limited to, colleagues, policy-makers, community members, and parents.

Works effectively with employees and stakeholders.

Ensures the timely flow of information.

Maintains confidentiality with personal, restricted and embargoed information.

Is able to analyze, evaluate, and problem solve.

Timely and accurately performs the duties of a school business official.

Maintains an environment of mutual respect, rapport, and fairness.

Participates in and contributes to a school culture that focuses on improved student learning.

Stays current with accounting technologies and the Department of Education's financial reporting system.

Demonstrates habits and skills of continuous inquiry and learning.

Works collaboratively to improve professional practice.

Applies research, knowledge, and skills from professional development opportunities to improve practice.

Engages with administration on an annual review of the effectiveness of district accounting and reporting processes and on an individual performance evaluation consistent with district policy.

If the school business official has not earned full SBO authorization, participates in the School Business Official Mentoring Program.

Adheres to board policies, district procedures, and contractual obligations and ensures that applicable district policies are not in conflict with state law.

Demonstrates professional and ethical conduct as defined by state law and district policy.

Contributes to efforts to achieve district goals.

Is able to contribute to cost/benefit analyses.

Participates in the Board of Educational Examiners Ethics Program.

Follows the Code of Professional Conduct and Ethics and the Rights and Responsibilities described in Iowa Administrative Code chapters 282-IAC 25 and 26.

Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent.

Assists in recruiting, hiring, training, supervising and evaluating all clerical, financial, and support staff personnel.

Exercises a high level of personal discretion and judgment in dealing with confidential matters.

Other duties as assigned.

If the school business official is also the board secretary and/or treasurer, the individual will:

Take the oath of office within 10 days following appointment.

File a bond and ensure the level of coverage is adequate.

Hold office until a successor has been appointed and qualified.

Publish minutes, bills, and salaries on a timely basis.

Ensure the Department of Education, county auditor, and treasurer are informed timely of the names and addresses for board officers as well as any changes therein.

File and preserve copies of all required reports and all papers transmitted pertaining to the business of the school corporation, including all certificates, reports, and proofs related to compulsory education.

Maintains separate books for minutes and elections, and ensures the records are complete.

Deliver all claims to the board for audit and allowance.

Terms of Employment:

Salary and work year to be established by the board.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.

