

**Job Title:** Business Manager

**Wage/Hour Status:** Exempt

**Reports to:** Superintendent

**Date Revised:** November 21, 2005

**Dept./School:** Business Services

**Primary Purpose:**

Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, risk management, and tax collection. Serve as the chief financial adviser to the superintendent and board of trustees and central office personnel manager.

**Preferred Minimum Qualifications:**

**Education/Certification:**

Appropriate classes, seminars and/or university courses regarding school finance/business matters  
TASBO certification

**Special Knowledge/Skills:**

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics  
Working knowledge of financial applications and accounting  
Strong communication, public relations, and interpersonal skills  
Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Ability to coordinate district functions

**Experience:**

Appropriate experience (or excellent potential) in school business management or public organization

**Major Responsibilities and Duties:**

**Fiscal Management**

1. Keep the superintendent informed on the business affairs of the district.
2. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and assist the district's independent auditors in conducting the annual or periodic audit.
4. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accounting Manuals.
5. Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.

6. Maintain the district investment portfolio.
7. Oversee preparation of monthly bank reconciliations for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliations of vendor and payroll clearing accounts.
8. Prepare and enter all budget adjustments, additions, and deletions.
9. Responsible for review and approval of all purchase orders, check requests and maintains control of budget by verifying availability of funds.
10. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
11. Plan and conduct needs assessments for improvement of district business operations.
12. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
13. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
14. Provide leadership to achieve cost-effective practices throughout the district.
15. Ensure that business operations support the district's goals and objectives.

#### **Policy, Reports, and Law**

16. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
18. Prepare and evaluate monthly financial statements and related budget reports.
19. Prepare and publish comprehensive annual financial reports.
20. Develop required financial information for submission of data to TEA.
21. Prepare monthly, quarterly and final financial reports for all funds.

#### **Purchasing and Inventory**

22. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
23. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
24. Organize and conduct sales to dispose of surplus and salvage equipment.

25. Supervise the preparation of bids and bid specifications.
26. Receive and open bids; tabulate results and prepare written recommendations.

**Personnel Management**

27. Prepare, review, and revise business department job descriptions.
28. Develop training options and/or improvement plans to ensure exemplary business operations.
29. Evaluate job performance of employees to ensure effectiveness.
30. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

**Community Relations**

31. Demonstrate awareness of district and community needs and initiate activities to meet those needs.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of assigned business office personnel and Food Service Director.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by           Ned Burns, Superintendent          

Date           November 21, 2005