

Freedom Area School District

Job Description – Business Manager/Board Secretary

SUMMARY:

The Business Manager is responsible to maintain a thorough and efficient operation of all non-instructional services of the school district including finance, grants, employee benefit programs, and purchasing through effective delegation, supervision and review.

QUALIFICATIONS:

1. CPA with School Business knowledge or Bachelor's degree in Accounting with school business experience preferred.
2. Ten (10) years of prior related school district experience in lieu of the above educational requirements
3. An understanding of fund accounting and generally accepted accounting principles (GAAP)
4. Status as a "Pennsylvania Registered School Business Administrator" is preferred
5. Such alternatives to the above qualifications as the Board may find acceptable and reasonable

REPORTS TO: Superintendent/Board of Education

JOB GOAL: To plan and manage the business affairs of the school system in compliance with instructions of the Superintendent, pertinent laws, state regulations, and Board of Education policies

SUPERVISES: Business Office Staff

ESSENTIAL FUNCTIONS:

Manages, supervises and/or performs district-required duties in the following category areas:

- Auditing
- Cash Management and Investments
- Construction
- Debt Service and Capital Fund
- Federal Programs
- Financial Accounting and Reporting
- Financial Planning and Budgeting
- Grant Management
- Insurance/Risk Management
- Negotiations
- Office Management
- Payroll Accounting
- Personnel Management/Records
- Purchasing and Supply
- Real Estate and Fixed Assets
- Right to Know Officer
- School and Community Relations
- Tax Administration
- Transportation Specialist

PERFORMANCE RESPONSIBILITIES:

A Budgeting and Financial Planning:

1. Establishes a system of control for budget execution and shall direct and supervise all financial accounting in the District
2. Translates the educational needs of the District as expressed in periodic meetings into composite short- and long-term financial plans

3. Prepares the annual District budget, reviews it with the Administration and presents it for approval and adoption by the Board of Education
4. Prepares cost analysis reports concerning the operation of the District
5. Reviews the effect of the educational program on the financial structure of the community and advises the Superintendent in maintaining a proper balance between the two
6. Shall be familiar with all sources of revenues for school purposes, shall explore possibilities of new sources and shall be responsible for obtaining all monies to which the Board of Education is entitled. Works with all concerned in securing the funds necessary to operate the educational program
7. Maintains financial records for all federal programs in accordance with federal regulations/guidelines and prepares any necessary federal financial reports in coordination with federal program coordinator(s)
8. Maintains financial records for all grant programs in accordance with grant regulations/guidelines and prepares any necessary financial reports in coordination with grant recipient.

B. Audit Coordination:

1. Schedules internal audits of District records and accounts
2. Schedules annual independent audits of District records and accounts
3. Schedules periodic state audits of District records and accounts
4. Coordinates all audits of financial records performed with applicable District offices and personnel whose cooperation is necessitated
5. Assists in the preparation of any audit response and/or corrective action plan that may result from independent or state audits

C. Purchasing:

1. Assumes responsibility for all purchases when bidding is required, including equipment and supplies for new buildings as well as for existing buildings
2. Oversees all purchasing for the District
3. Prepares supply lists, assists in writing specification for bidding and advertising and tabulates bids, all in accordance with established purchasing policy and state laws and shall present recommended bid awards for Board approval

D. New Construction/Renovations:

1. Works with attorneys and financial advisors to effect suitable financing
2. Prepares documents as required for processing according to guidelines from the PA Dept. of Education Office of School Construction and Management and bond offerings
3. Oversees the distribution of payments for construction in progress

E. School Community Relations:

1. Provides the Superintendent and other staff members, as well as the Board, with facts and information that help them in their relations with the public
2. Interprets the business area of educational programs to the educational staff and to the public and media where possible and required
3. Communicates with the school solicitor on legal matters dealing with non-instructional issues

F. Personnel Management:

1. Assists the Superintendent in preparing for and or conducting negotiations and in handling individual and group problems related to duties, salary, working conditions, benefits, policies and procedures of non-instructional personnel, and provides guidance and information in connection with employment of severance from service for these personnel
2. Oversees, directs and supervises the Business Office staff
3. Maintains adequate records for all District employees regarding salary, retirement, social security, withholding taxes, wage taxes and insurance and the like and completes reports

4. Oversees the administration of the District retirement, health and life insurance programs and advises employees regarding these programs and works closely with benefit providers
- G. In-Service Training:
1. Assists in the organization and execution of in-service training programs aimed at increasing the skills of school business management
- H. Accounting and Reporting:
1. In conjunction with the Business Office staff, oversees the preparation and certification of the accuracy of monthly, quarterly and annual financial reports required by the Superintendent, Board of Education, State Department of Education and other agencies of government
 2. Establishes the accounting systems necessary to provide school officials and administrators with accurate financial facts as the basis for formulating policies and decisions
 3. Oversees the tax collection systems utilized by the District
 4. Invests the funds of the District on a day-to-day basis to ensure cash flow and in a manner that provides maximized returns at minimized risk levels
 5. Assists in the evaluation of computer hardware and systems for handling the administrative reporting requirements of the District
- I. Insurances:
1. Maintains adequate general liability and property casualty coverage for the District and personnel, as required
 2. Coordinates insurance claims and insurance company inquiries and investigations
 3. Administers the student accident insurance coverage and policy information
- J. Grant Management:
1. Supports the development and submission of grant proposals
 2. Seeks out grant opportunities to support District initiatives
 3. Assists in grant management, budgeting and report submissions
- K. Other Functions:
1. Submits information for inclusion in agendas for Board meetings
 2. Attends regular, committee, and executive sessions of the Board to advise on matters relating to non-instructional services of the District
 3. Develops and implements policy in the area of school business management, generally accepted accounting practices and related activities.
 4. Oversees responses to Right to Know requests received by the District
 5. Coordinates routes and other transportation needs with the District's contractors

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his/her administrator(s) and/or supervisor(s).

EVALUATION:

Performance of this position shall be evaluated annually in accordance with the provisions of the applicable policies of the district.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.