

BUSINESS MANAGER JOB DESCRIPTION

- TITLE:** Business Manager
- QUALIFICATIONS:** Certification as a NYS School Business Official
- REPORTS TO:** Superintendent
- SUPERVISES:** Business Office, Transportation, Food Service, Cleaner, and Maintenance Personnel
- LENGTH OF YEAR:** 12 months

SPECIFIC RESPONSIBILITIES:

1. To administer the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available and to keep the Superintendent and Board of Education fully informed concerning all phases of the District's financial operation.
2. To provide leadership to ensure maximum efficiency and effectiveness in all school operations.
3. To continue to grow professionally through course work, conferences and professional reading.
4. To assume responsibility for budget development, control, and long-range financial planning.

5. To develop and administer a program for all purchasing and serve, by appointment of the Board of Education, as the purchasing agent of the District. To supervise the functions performed by all employees relating to the fiscal operation of the District.
6. To collaborate with the District Treasurer to:
 - a. serve as liaison with the Wayne-Finger Lakes BOCES for business and related functions;
 - b. manage the District's real estate and insurance programs;
 - c. arrange for the internal auditing of school accounts. To schedule and coordinate all activities necessary to conduct the annual independent audit of the District;
 - d. administer the district program of compensation and benefits and to supervise payroll activities and employee salary related matters and ensure we are in compliance with all current laws and regulations;
 - e. supervise collection of property taxes by the Tax Collector;
 - f. supervise preparation of all financial reports including state aid reports as required by state and federal agencies having jurisdiction over public school funds.
7. To administer the investment of funds unneeded at a particular time in order to maximize miscellaneous revenue.
8. To supervise a program of accounting and reporting the financial affairs of the District.
9. To maintain a debt service management program, maintain a bond and note register and oversee the disposition of principal and interest payments.
10. To interpret the business area of educational programs to the community.

11. To assist in recruiting, screening, hiring, assigning, supervising and evaluating personnel for positions under his/her jurisdiction.
12. To collaborate with the Superintendent and coordinate and/or facilitate the collective bargaining process with employee associations
13. To interpret the financial position of the District to the Superintendent and possibly present to the Board of Education and community.
14. To attend all regular and special meetings of the Board of Education and executive or study sessions unless otherwise directed.
15. To work cooperatively with school personnel, students and the community.
16. To facilitate and ensure that all business and financial data and records for the District are secured, protected and safeguarded, including daily backups and off-site storage of electronic formats utilizing technology.
17. To collaborate with the Coordinator of Special Services to manage Medicaid reimbursement.
18. To collaborate with the Assistant Superintendent to manage high cost aid reimbursement.
19. To carry out any other assigned duties and/or responsibilities which may be deemed appropriate by the Superintendent.

EVALUATION: Performance of this position will be evaluated annually by the Superintendent.