

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: BUSINESS MANAGER

EMPLOYEE CLASSIFICATION: Exempt, Classified

MINIMUM QUALIFICATIONS:

- Bachelor Degree in Business and Accounting or three years of successful experience in business management at a supervisory level
- Detailed knowledge of Arizona laws and statute related to public school systems
- The ability to relate effectively with the Governing Board, all levels of staff, students, parents, external businesses and agencies, and the community

OVERVIEW OF JOB DESCRIPTION: To administer the business affairs of the district in such a way as to provide the best possible educational service with financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Supervises the management of the financial affairs of the schools in the district.
3. Assumes the responsibility for budget development and long-range financial planning for the district by working closely with the superintendent and administrative team.
4. Establishes and supervises a program of accounting procedures adequate to record in detail all money and credit transactions.
5. Supervises the collection, safekeeping, and distribution of all funds.
6. Oversees all accounting operations in the district. (Student activities and auxiliary accounts will be reported monthly to the Business manager.)
7. Oversees all payroll functions for the district.
8. Manages the district's real estate and insurance programs.
9. Manages all finances pertaining to the district's supporting services, through the direction of transportation, purchasing, food services and business services.
10. Works with the Superintendent to develop a building renewal facility plan.
11. Administers a budget control system for the district.
12. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
13. Arranges for the internal auditing of school accounts.
14. Interprets the financial concerns of the district to the Board and community.
15. Assists Superintendent in recruiting, hiring, supervising, and evaluating all district office clerical, financial and support personnel.
16. Ensures current financial operations of the district are in compliance with the Uniform System of Financial Records (USFR).
17. To bring the district into compliance with all audit standards, including general fixed assets, by working with the auditor and other necessary persons to insure compliance.
18. Performs other job related duties as assigned.

REPORTS TO: Superintendent

SUPERVISES: Financial specialists; and secretaries for purchasing, fixed assets, insurance, and human resources.

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Boards policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.