

## MACKAY SCHOOL DISTRICT 182

### Classified Job Description

#### Business Manager

#### Definition

Under general supervision of the Superintendent and Board of Trustees, manages the business operations of the School District.

#### Work Schedule

Twelve month position, working 20 hours per week. Employee shall receive annually: five (5) days vacation and twelve (12) days sick.

#### Examples of Duties

1. Ensure that the accounting procedures within the school system meet all federal, state, and local requirements.
2. Develop all District financial reporting, including but not limited to monthly Board financial reports, monthly distribution of financial reports to administrators and department managers, and annual financial reports required by the State of Idaho.
3. Oversee the collection of all revenues, monitor the cash flow of all District funds, and invest excess funds in accordance with Board policy and state statutes.
4. In collaboration with the District Administrator, develop, implement, and oversee of the annual school district budget.
5. Ensure that all student activity accounts operate in accordance with Board Policy and proper accounting procedures.
6. Maintain a purchasing system that makes optimum use of District resources and updates the purchase order system with current encumbrances.
7. Maintain a risk management program of the District including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.
8. In collaboration with the Food Services Supervisor, oversee the school food services program, including purchasing, filing appropriate federal and state reports, personnel supervision, and collection of revenue.
9. In collaboration with the Transportation Supervisor, over see the negotiation of transportation contracts, filing appropriate state reports, implementing parent bus contracts, overseeing bus routes assuring adequate contractor risk insurance, and assuring adequate safety programs.
10. Assist with the negotiation of labor contracts for both the teacher and support staff, and assist in the implementation of the labor contracts.
11. Attend all meetings of the Board of Trustees, unless excused by the chairperson; take and maintain accurate minutes of meetings of the Board of Trustees; Responsible for elections, Board referenda, and required legal advertising
12. Administer Board policies and administrative procedures are related to fiscal and non-instructional matters
13. Oversee the collecting and reporting of school data as required by state and federal regulations and board policy.
14. Assure that all financial, enrollment, food service, and state/federal grant audits are conducted as required by state and federal regulations.

15. Supervise the preparation of bids and bid specifications and receive and open bids; tabulate results and prepare written recommendations as appropriate.
16. Develop training options and/or improvement plans to ensure exemplary business operations.
17. Maintains confidentiality regarding personnel and student information
18. Any other duties as assigned by the District Administrator.

**Desirable Qualifications**

1. Strong knowledge in spreadsheet and document software, accounting software, and general computer operation. Experience with all office equipment including but not limited to, scanner, copier, typewriter, phone system.
2. A clear understanding of operating policies and procedures; familiarity with Idaho Statutes and laws.
3. Experience in office setting including but not limited to, drafting letters, making business decisions, communicating effectively with district employees and community patrons, understanding process flows and effect on operations.
4. Understanding of School Board operations and flow, including but not limited to State law, drafting of minutes, meeting protocol, and dissemination of information.
5. Ability to work well with others.

**Ability To:**

1. Work on computer for long periods of time.
2. Multi-task on multiple projects and coordinating with several different requests.
3. Manage time and deadlines; both short term (daily tasks) and long term (annual reports due).
4. Understand and interpret state law and requirements.
5. Write policies and procedures as needed; edit and update policies, procedures, manuals and other documents.
6. Coordinate schedules for meeting planning and projects.
7. Research questions, concerns or problems.
8. Attend classes or meetings as directed.

**SPECIAL NOTE**

**This position requires more than general knowledge of business operation and accounting techniques. Please understand there are no contractual rights to this position. All classified positions with Mackay School District 182 are at-will positions and your employment may be terminated at any time, without cause.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_