

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Business Manager

CLASS DEFINITION

Directs or supervises all duties normally attributed to the business and financial transactions of the school district; performs any related work as required.

QUALIFICATIONS

- Experience: Four years administrative responsibility in a California School District.
- Education: Bachelors Degree required, Masters Degree in Business Administration preferred with a major in accounting, computer science, public finance or related field.
- Skills: Possess a broad working knowledge equipping the incumbent to administer the affairs of a school district business office; ability to develop and maintain cooperative working relationships with those contacted in the course of the work.

SUPERVISION FROM

Superintendent

SUPERVISION OVER

Selected Business Office Classified Personnel

TERMS OF EMPLOYMENT

Work Year: 225 days

Length of Work Day: Eight hours per day, exclusive of lunch period.

Salary Range: Placement on Classified Management Salary Schedule.

ASSIGNED RESPONSIBILITIES

1. Responsibility for overseeing the development and preparation of the annual budget. Presents the budget to the Board of Trustees and periodically updates them as to status.

## BusinessMgr

2. Reviews budget frequently to assure continuous control relating to anticipated income and proposed expenditures.
3. Assures that all financial accounting procedures are carried out in an efficient and accurate manner in accordance with state laws and county requirements.
4. Provides fiscal and contractual expertise to the food service operation of the district.
5. Reviews all required financial reports to federal, state, and local agencies.
6. Plans and directs continuing independent audit processes.
7. Oversees supervision of personnel engaged in payroll preparation, accounts payable, accounts receivable, attendance accounting, risk management, employee fringe benefit programs, fiscal record keeping and reporting, information processing/technology, purchasing, warehouse operations and fixed asset inventory maintenance.
8. Reviews reconciliation of school district month-end computer-generated financial reports and county reports.
9. Participates in the selection, training and evaluation of new business office employees.
10. Develops, recommends and implements appropriate policies and procedures.
11. Provides general expertise and review of all proposed district contracts.
12. Prepares and updates monthly the district's annual cash flow document. Monitors long-term debt and plans for shortfall borrowing.
13. Directs the development of increased administrative technology usage.
14. Serves as the Business Division representative on the district negotiating team in the employee/employer bargaining process.
15. Represents the Business Division in the Superintendent's Cabinet and serves as a resource in the area of business services to the Superintendent.
16. Functions as the district/county liaison for the Risk Management/Safety Program.
17. Provides guidance and assistance for district ASB personnel in the areas of revenue estimates, expenditure control and financial record keeping.

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18. Assists with student assessment.
19. Performs other related duties as directed.

Board Approved: 2/10/98  
Revised: