



Job Title: **Business Manager**

Job Family: Non-Certified

Pay Program: Administrative

Job Code:

Typical Work Year: 12 Month Position

Reports to: Superintendent

SUMMARY: Directs, supervises, and manages all financial management, budget, general accounting, payroll, accounts payable, financial reporting, and grant management activities and practices for the district. Performs long and short-range planning, oversees special projects, coordinates bond and mill levy elections, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of time
<p>1. Financial Services - Plans, develops, implements and evaluates annual operating budgets including monitoring reports. Supervises, directs and evaluates activities, including budgeting, accounting, payroll, investments and accounts payable. Interacts with other District administrators and the superintendent in providing overall District leadership including monitoring reports. Communicate with stakeholders, including Associate Superintendent, Superintendent, Board of Education, and 10-Year Facility Planning Committee (comprised of district and community members) regarding budgets, staffing, expenditures and other financial data. Perform personnel evaluations, employee training and development, and other supervisory functions. Responsible for ensuring the assets of the District are properly safeguarded, managed and accounted for and responsibility for managing the recording of all financial transactions within the District to include payroll, accounts payable, investment of District financial assets and oversight of all cash management activities.</p> <p>Responsible for initiating and implementing sound management practices to manage and direct the accounting, accounts payable, investment and payroll functions. Responsible for the preparation of all financial statements, reporting and projection of balances and other necessary reports for submission to management, Board of Education and other regulatory and advisory agencies. Participates in planning, development and implementation of capital budgets, including debt management, and monitoring reports. Maintains and oversees district contracts with vendors. Serves on the Board of Education negotiation team. Performs duties of Secretary/Treasurer to the Board. Prepares monthly and annual financial records and reports for the Board. Prepares certified budget as well as line-item budget.</p>	Daily	30%
<p>2. Payroll & Accounting Management - Responsible for the overall operation of the Payroll Department to include, but not limited to: oversight of processing the monthly payroll, preparing and submitting appropriate taxes and reports in an accurate and timely basis, supervision of payroll department and resolving payroll issues and concerns. Responsible for the processing of annual W-2's for both current and previous employees including specific functions attributable to this function.</p>	Daily	20%

3. Budget Management - Responsible for the planning, direction, supervision and management of District budgeting functions to include the annual budget for all District funds. Manage, coordinate and develop the District's annual budget, for all funds. Manage and analyze District budget data to ensure informed decision making. Prepare and submit, in an accurate, complete and timely manner, all reports for the Iowa Department of Education. Responsible for initiating and implementing sound budgetary practices to manage and direct all budgeting functions of the district. Responsible for directing the budget practices and policies of the district to ensure that all financial records are maintained in accordance with Board of Education policies and federal, state and local laws or regulations.	Daily	20%
4. Benefits Administration - Responsible for managing the employee benefit administration, vendor relationships and plan design, and employee benefits orientation, including the district self-insurance program (if applicable) for medical/dental, workers compensation, life and disability insurance. Make recommendations for enhancement and/or changes to employee benefit package based on cost, employee preferences, system capabilities, and strategic direction. Provide leadership for operational responsibilities to effectively service employees and to ensure benefits are properly administered in a cost effective manner. Develop, recommend and implement changes in administration of employee benefits and strategy planning for benefit plans. Manage open enrollment process by creating and implementing a project plan, delegating tasks and creating open enrollment documentation and employee communication materials. Conduct employee benefit info meetings. Manage the district insurance program related to property, worker compensation, liability, district-owned vehicles and employee health benefit programs.	Daily	20%
5. Food Service Management - Supervise the manager or contracted service provider. Direct the general operations and financial procedures of the food service program. Manage the free and reduced price federal lunch program component.	Daily	10%
TOTAL		100%

Iowa School Business Official Standards

281—81.7(256) School business official knowledge and skills standards and criteria.

Specific criteria within each standard may be located at

<https://www.legis.iowa.gov/DOCS/ACO/IAC/LINC/8-21-2013.Rule.281.81.7.pdf>

Standard 1. Each school business official shall demonstrate an understanding of Uniform Financial Accounting, governmental GAAP accounting, and statutory concepts.

Standard 2. Each school business official shall demonstrate the ability to implement effective internal controls and accounting processes.

Standard 3. Each school business official shall demonstrate an understanding of and compliance with federal, state, and local reporting requirements.

Standard 4. Each school business official shall demonstrate compliance with applicable federal, state, and local laws.

Standard 5. Each school business official shall demonstrate competence in technology appropriate to the school business official position.

Standard 6. Each school business official shall demonstrate appropriate personal skills.

Standard 7. Each school business official shall engage in professional growth.

Standard 8. Each school business official shall fulfill professional responsibilities established by the school district.

Standard 9. If a school business official is also employed as the secretary or treasurer of the school board, the school business official shall perform those stipulated functions.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in finance, accounting or a related field required.
- Master's degree or CPA strongly preferred.
- Minimum of seven years experience in school business administration, finance, accounting, or related field.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- Valid State of Iowa School Business Official Authorization or initial authorization required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Proven financial management skills.
- Excellent oral and written communication skills and presentation skills.
- Critical and strategic thinking and problem solving skills.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as personal computer, printer, copier, fax, phone system, email.
- Accounting software and spreadsheets.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Superintendent	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle or feel			x	
Stoop, kneel, crouch, or crawl	x			
Taste	x			
Speak			x	
Listen			x	
Smell	x			
Reach with hands & arms			x	
Climb or balance	x			

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate			x	
Copy	x			
Coordinate	x			
Instruct		x		
Compute				x
Synthesize			x	
Evaluate			x	
Interpersonal Skills			x	
Compile		x		
Negotiate		x		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

Vision Demands:	Required
Close vision (clear vision at 20 inches or less)	x
Color vision (ability to identify and distinguish colors)	x

Noise Level:	Exposure Level:
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.