

BIGFORK SCHOOL DISTRICT #38

JOB DESCRIPTION

JOB TITLE: Business Manager/District Clerk
DEPARTMENT: Administration
REPORTS TO: Superintendent

Nature of Position:

1. Accountable to the Superintendent of Schools.
2. Exercises highest level of discretion and judgment as he/she represents Superintendent and the School District.
3. Directs and coordinates district-wide financial management activities.
4. Administers duties of Clerk's Office.
5. Member of Administrative Team.

Minimum Qualifications:

1. Post high school training or experience in business, accounting, personnel, and computers.
2. Bondable.
3. Task oriented, able to meet deadlines, work independently, work under stress, and follow directions.
4. Able to meet and deal effectively with people.
5. Ability to supervise, direct and manage payroll clerk, accounts payable clerk, data entry clerk, and others as assigned.
6. Proficient in English, including spelling, composition, and grammar.
7. Ability to operate business office machines including the operation of computers running Windows based software including but not limited to X-base data systems, spreadsheets, word processors, and school accounting software.
8. Successful experience as an office manager or supervisory experience.
9. Knowledge and experience with Generally Accepted Accounting Principals, finance, and school law.
10. Previous experience in school law and school finance helpful.

Performance Responsibilities:

Administrative (General):

1. Manages the business services of the school district.
2. Interprets district policies and practices as they relate to business and financial services in the district.
3. Advise the trustees on financial and operational constraints as outlined by law.
4. Makes recommendations for employment, dismissal and suspension of all personnel under his/her supervision.
5. Prepares and publishes all bid specifications required by law.
6. Assumes responsibility for any other duties assigned by the Superintendent.

Accounting and Financial Reporting:

1. Establishes, directs and supervises all operational and payroll accounting procedures for all school district funds (budgetary, non-budgetary and student activity funds).
2. Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required.

3. Monitors the proper recording of expenditures relating to adopted budget and reports trends or relationships to expenditures over previous year(s) as well as the trends he/she feels are significant to the Superintendent. Contacts individuals involved in budgetary, financial, or property accounting activities as necessary to insure proper management and documents same.
4. Monitors school district revenue collections for cash flow management.
5. Implements and monitors internal control activities for auditing purposes.
6. Prepares monthly and annual financial reports of all district's funds and oversees the financial data base reporting system continuously.
7. Directs and supervises all insurance programs with BAEA.
8. Directs and supervises the fixed asset accounting procedure.
9. Reviews all proposed board of Trustee resolutions for the appropriation of funds.
10. Reviews and monitors for contractual procedure and compliance Contracted Service Agreements and other contracts entered into by the school district.
11. Prepares and cooperates fully in an annual external audit of district operations.
12. Implements and monitors purchasing policies and procedures.

Budget and Financial Planning:

1. Prepares statistical data and projections for use in budget preparation.
2. Prepares preliminary and final budget documents for the Superintendent and Board of Trustee approval.
3. Prepares preliminary general fund budget proposals of revenues and expenditures for special levy purposes.
4. Develops and distributes a prospectus of special levy information.
5. Develops recommendations for long-range financial planning.
6. Maintains all financial data in computer as well as on-site and off-site backups.

District Clerk:

1. Prepares annual financial reports as required by law.
2. Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record.
3. Act as the custodian of all documents, records, and reports of the trustees, including the trustees' report required under 20-9-213.
4. Serve as the election administrator for the district unless the county administers an election as the request of the district.
5. Assumes responsibility for any other duties as Clerk of the Board as prescribed by law or assigned by the Board of Trustees.

Terms of Employment:

1. Contract. Remuneration contingent upon preparation and experience.
2. Benefits: fully paid health insurance, sick, personal and vacation leave benefits to be outlined in contract.
3. Working days: 260 days per year less leave time and holidays.
4. Serves at the discretion of the Superintendent, and the Board of Trustees.

Evaluation:

Performance to be evaluated at least annually in accordance with provisions of Board Policy.