



JOB DESCRIPTION
Business Manager
Non-Licensed

QUALIFICATIONS:

- Experience in a School District Business Office
- Degree or executive experience in the area of finance.

REPORTS TO:

Superintendent

JOB GOALS:

Assist the Superintendent in managing district finances in order to develop, achieve, and maintain the best possible educational programs, services and facilities for students and families.

PERFORMANCE RESPONSIBILITIES:

1. Attends board meetings and prepares such reports for the Board as the superintendent may request.
2. Supervises the management of the financial affairs of the schools.
3. Supervises all accounting operations.
4. Supervises the purchasing services.
5. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
6. Serves as district treasurer and implements the district investment policy.
7. Serves as district administrator for employee insurance and retirement benefits.
8. Serves as district administrator for property and liability insurance coverage.
9. Prepares drafts of needed Board policies and administrative rules for the superintendent's review and action.
10. Adheres to all Board policies related to finances, personnel, and operations.
11. Budget Preparation
 - Gather information affecting the district's revenues and expenditures.
 - Prepare a tentative budget in the fall, prior to adopting the district's tax levy.
 - Complete the budget in the spring after tax levy is known and decisions regarding salaries, staffing, and major capital outlay expenditures are complete.
 - Prepare and file the official state budget form.
12. Tax Levy Preparation
 - Estimate district's assessed valuation and calculate levy based on the tentative budget.
 - Prepare and file the official tax levy form.
13. Cash Flow Analysis
 - Monitor and forecast the monthly flow of revenues and expenditures to assist in investment planning and avoid any unexpected budget shortfalls.
 - Prepare monthly reports to keep the Board of Education informed.
14. Investment Management
 - Implement the district's investment policy emphasizing *safety of principal while maximizing return*.
 - Periodically analyze investment plans, and banking and financial services to ensure the best choices for the district.

15. Fixed Asset Management
 - Maintain an inventory of the district's assets, classified according to type and location, including value and depreciation.
16. District funds and bank accounts
 - Supervise accounting systems and reconciliation of all accounts, including activity funds, petty cash, and general checking accounts.
17. Supervise business office personnel
 - Provide overall direction and supervision to the accounts payable assistant, payroll/bookkeeper, human resources assistant.
 - Plan and provide appropriate training in order to implement job functions.
18. Audit
 - Recommend the appointment of an outside auditor.
 - Serve as the district resource during ISBE audits and outside audits.
 - Prepare all backup documentation as requested by auditors.
 - Work with the auditor to ensure district compliance of all accounting standards and reporting requirements.
19. Prepare state claims forms as required
 - Perform all necessary calculations and provide backup documentation for audit trail.
 - Complete and file claim forms in a timely manner.
20. State and Federal Grant Reporting
 - Assist staff in preparing and filing all grant budgets and documentation.
 - Track expenditures and keep Grant Coordinators updated.
 - File quarterly and final expenditure reports in a timely manner.
 - Maintain backup documentation for audit trail
21. Salaries
 - Prepare and maintain salary and deduction tables to be used for preparing payroll database.
 - Track staff eligibility for longevity stipends and prepare calculations for payroll.
 - Prepare salary & benefits information during negotiations of WDEA contracts.
 - Prepare recommendations for increases to non-certified salaries.
 - Work with HR Assistant to ensure proper staff placement on salary schedule, lane changes, and salaries.
 - Obtain and analyze salary information for comparison basis.
22. Employee Benefits
 - Serve as the district administrator for employee insurance benefits, including PPO, HMO, dental and life insurance.
 - Attend and participate in required meetings sponsored by the insurance cooperative.
 - Lead employee information meetings, and open enrollment meetings.
 - Lead benefits training for new employees.
 - Provide assistance to employees experiencing problems with coverage or claims.
 - Serve as the IMRF/TRS administrator.
 - Oversee Workmans Comp claims.
23. Buildings & Grounds
 - Supervise the Director of Buildings & Grounds.
 - Meet weekly with the Superintendent & Director of Buildings & Grounds.
 - Ensure regular maintenance of schools and grounds is completed.
 - Make recommendations for capital improvement projects.
 - Ensure all life safety work is completed on time and the district is in compliance.

24. Technology
 - Familiarity with Skyward & Frontline (Absence Management & Time and Attendance) Programs.
 - Determine hardware and software needs for maximum efficiency and implementation of tasks.
 - Plan and arrange for appropriate training of all administrative and secretarial staff.
 - Work with Technology Coordinator in planning for communication between teaching staff and administrative staff.
 - File E-Rate applications and claim forms and maintain backup documentation for audit trail.
25. Registration
 - Recommend necessary fee increases.
 - Monitor the collection of fees, preparation of deposits, and updating of the student database.
26. Liability and Property Insurance
 - Supervise the district's property and liability insurance programs.
 - Periodically evaluate programs to ensure competitive rates and satisfactory coverage and service.
 - Supervise and administer the filing of all insurance forms and claims.
 - Attend and participate in required meetings sponsored by the insurance cooperative.
27. Utilities
 - Periodically evaluate usage and cost to ensure competitive rates and satisfactory coverage and service.
 - Provide comparison data to the Director of Building and Grounds.
28. Serve as a Resource
 - Serve as a resource to assist *all staff* in ways that they may effectively achieve the district goal of providing the best possible educational programs and services.
 - Conduct ongoing research and statistical projects that will contribute to accurate planning and budgeting.
 - Perform tasks and responsibilities as directed by the Superintendent.
29. Training and resources
 - Manage mandatory staff training via Public School Works.
 - Serve as Youth in Care & McKinney Vento Liaisons
 - Attende DuPage County Safety Task Force meetings
 - Attend workshops and conferences to enhance knowledge and keep current.
 - Maintain membership in School Business Officials professional organizations.
29. Performs such other tasks and assumes such other responsibilities as the superintendent may assign from time to time.

EVALUATION: Performance of this job will be evaluated annually accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.