

Business Manager Job Description
Badger ISD #676
Prepared 10/26/2020

Provide accurate information for School Board, Administration, Staff, Students and the public by:

Payroll/Human Resources:

1. Twice a month calculate and input information for payroll.
2. Monitor payroll to comply with negotiated contracts.
3. Assist Superintendent with negotiation preparation and revise and create the final agreement between the Badger School District and Badger Education Association. Revise and create the Non-Certified Staff Agreement. (two-year cycle; therefore, every other year)
4. Make necessary payroll withholding and liability payments including TRA, PERA, EBC (403b), and monitor all employee retirement accounts for accuracy. Work with TRA and PERA to ensure accuracy of all employee reporting.
5. Monitor payroll to comply with all employment laws regarding information needed for hiring, and end of employment.
6. Record and monitor all leave including, but not limited to: sick, vacation, PTO, jury duty, association leave, professional leave, LWOP, workshops, in-services, and others as incurred.
7. Coordinator for Employee Group Health Insurance Plan. This includes yearly enrollment and new hires throughout the year and payroll deductions.
8. Staff Data Reporting.
9. Public Employee Retirement Reporting as requested.
10. Teachers Retirement Reporting as requested.
11. Complete and transfer STAR reporting to the State of MN twice per year.
12. Complete and ensure accurate OSHA reporting.
13. Complete and ensure accurate workman comp claims. Work with employee and workman comp insurance agent on claims.
14. Pay Equity Reports (currently every 3 years).
15. Affordable Care Act (ACA) hour tracking, calculating and reporting
16. W2 and 1095 preparation and submission
17. Ensure the district is in compliance with Minnesota Department of Labor Wage Theft Law requirements and wage statement are provided to employees on an annual basis.
18. Aflac enrollments and payroll deductions
19. CRDC Reporting (every other year)
20. Complete the following on a Quarterly basis: 941 Federal Tax Return, Minnesota Withholding Tax Return, North Dakota Withholding Tax Return, and Minnesota Unemployment Wage Detail Report
21. Complete the following on an Annual basis: North Dakota Wage and Tax Statement Form 307

Finance:

1. Apply all state mandated UFARS accounting system principles.
2. Use 17 digit account code system with proficiency.
3. Monitor all school district funds separately to maintain their individual integrity.
4. Monitor purchase orders.
5. Prepare documents for bidding procedures.
6. Monitor expenditures and report cash and investment status monthly to the School Board.
7. Prepare annual revenue and expenditure budget and present to the School Board. Revise annual budget and present to School Board as needed throughout the fiscal year.
8. Requires knowledge of Levy Limitation and Certification process.
9. Prepare invoices for payment, input into Region 1, and take to the School Board for review and approval.
10. Make deposits, reconcile, and report on all accounts within the General Fund, Food Service Fund, Community Education Fund, Debt Service Fund, Student Activity account, and Petty Cash account.
11. Reconcile Bank Statements on all accounts named in item 10.
12. Monitor investments and cash status. Transfer funds as needed to obtain the maximum interest revenue.
13. Prepare financial information for negotiations, truth in taxation hearings, and referendums.
14. Attend regular Board Meetings, take and prepare minutes.
15. Track Joint Sports Coop Expenditures and summarize and bill accordingly.
16. Work with Superintendent to develop a Health and Safety Expenditure plan to keep in compliance with necessary structural and procedure methods mandated by law.
17. Secondary Vocational and Carl Perkins reporting.
18. Calculate and submit Career and Tech Budget and final expenditures into SERVVS.
19. Special Education Tracking for purchases, employee PARS reports, and Time and Effort. Reporting and Special Education audits as required by the State of MN.
20. Complete financial tracking and reporting for all grants. Report to the Superintendent as requested.
21. Monitor all transportation mileage and financial information, and report to the State of MN annually.
22. Record and keep a Fixed Asset Ledger to record all equipment and building purchases.
23. Annually ensure account of all school inventory and asset list.
24. Compile all requested worksheets for school financial audit and work directly with school auditors to complete all audit requirements.
25. File all necessary MDE reports as required and requested.
26. Annual Transportation Report
27. Ensure compliance with all GASB requirements as notified by the State of MN.
28. Prepare and maintain all special education tuition billing records.
29. Update and maintain dollars administered through the SERVVS Financial system.

30. Maintain all Title I, II, III and IV dollars.

Miscellaneous:

1. Compile information on all contracts entered into by the school district.
2. Answer phones, take messages, transfer phone calls.
3. Greet visitors and parents.
4. Help students
5. Give medical assistance to students if needed
6. Receipt money in all school accounts
7. Verify and balance monthly lunch numbers reported to the State of MN.
8. Maintain bank deposits weekly.
9. Perform other duties as deemed necessary.
10. Track all transportation training paperwork and white card status to ensure the school district is in compliance with the State Patrol and complete drivers license checks on an annual basis.
11. Provide receptionist/secretary duties as the front desk and handle any phone calls/school bus transportation related communication from
7:00am to 7:45am and 10:55am to 11:45am (subject to change)
12. Has access to and able to operate BoardBook by creating, editing, exporting, and importing any information.
13. Submit all applications for ARP, GEERS, CARES, CRF, and ESSER (I, II, III) through SERVS. This also include tracking and finalizing all expenses and submitting and editing budgets for each Grant opportunity.

Perform any other related duties as assigned or apparent.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Reports to: Superintendent and Board of Education

Acronym Abbreviations:

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| ACA | Affordable Care Act |
| ARP | American Rescue Plan Act |
| CARES | Coronavirus Aid, Relief, and Economic Security Act |
| CRF | Coronavirus Relief Fund |
| CRDC | Civil Rights Data Collection |
| ESSER | Elementary and Secondary School Emergency Relief |
| EBC | Employee Benefit Consultant |
| GEER | Governor's Emergency Education Relief |
| LWOP | Leave without Pay |
| MDE | Minnesota Department of Education |
| OSHA | Occupational Safety and Health Administration |
| PTO | Paid Time Off |
| PARS | Personnel Activity Reporting System |
| PERA | Public Employee Retirement Association and/or Public Employee Retirement Account |
| SERVS | State Educational Record View and Submission |
| STAR | Staff Automated Reporting |
| TRA | Teacher Retirement Association and/or Teacher Retirement Account |
| UFARS | Uniform Financial Accounting and Reporting Standards |