

Revised: 6/30/2021  
Revised: 4/2024  
Revised: 9/2025

## **FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION**

### **POSITION TITLE: DISTRICT BUSINESS MANAGER & PAYROLL CLERK**

**REPORTS TO: Superintendent**

### **QUALIFICATIONS:**

1. Bachelor's degree with major in Business Administration, Accounting, or Finance preferred
2. Training and experience as a school district business manager preferred
3. Knowledge of U.F.A.R.S. and computerized data management systems preferred
4. Familiarity and experience in managing the school district operations of the business office, E.D.R.S., M.A.R.S.S., S.T.A.R., food service, buildings and grounds, transportation, and community education preferred
5. Background/knowledge regarding investment, bond sales, building programs preferred
6. Demonstrated experience and knowledge of finance spreadsheet and word processing computer applications
7. Ability to effectively communicate, both verbally and written

**JOB GOALS:** To assure that district financial matters are performed in accordance to the Minnesota Statute, district policy, and prudent accounting procedure. To report to the superintendent and school board the financial business endeavors of the district on a regular basis. To assist in the development of purchasing, inventory and inventory control of district owned equipment, facilities, and materials.

### **EMPLOYEE CLASSIFICATION:**

The Business Manager position is exempt pursuant to the Fair Labor Standards Act, meaning that the position is not eligible for overtime pay. To fulfill the duties and responsibilities of the Business Manager position, at least 40 hours of work each week is required. There may be times when additional hours are necessary to meet deadlines or respond to business needs.

### **POSITION RESPONSIBILITIES:**

**Duties include, but are not limited to:**

1. Maintain the books and accounts of the District in accordance with generally accepted accounting principles applicable to governmental accounting and in conformance with the rules and regulations of the State of Minnesota.
2. Manage each District's cash resources and investment accounts.
3. Provide for and oversee the preparation of the Annual Financial Statements of each District funds.
4. Maintain the General Ledger, including all supporting journals and work papers.
5. Maintain the Chart of Accounts and assure proper UFARS coding of all transactions.
6. Provide for the timely transfer of required computer data to the State of Minnesota.
7. Coordinate the annual financial audit and the implementation of audit recommendations.
8. Provide monthly financial information for each District.
9. Assure timely reporting as required by each School Board, the State of Minnesota, and other agencies and organizations to which each District is fiscally responsible. (i.e.: special education and federal grants)

10. Prepare and assist the Superintendents and other District Administrators in the development and management of each District Budget.
11. Prepare and present the annual tax levy for the school district.
12. Provide cost information for all aspects of the operation of each District, as well as leadership in employee negotiations (teacher and non-certified staff).
13. Serve as district administrator of each District's financial data processing system.
14. Oversee the Finance, Employee, and Student data processing systems.
15. Oversee Accounts Payable
16. Maintain and continue the development of skills which enhance the performance of the duties accounts payable, Human resource and Support Service Departments.
17. Serve on the district's Facilities Committee.
18. Serve as purchasing agent of each District, assuring compliance with applicable statutes governing such purchases as required by each District.
19. Provide general supervision of the Food Service and Pupil Transportation functions of each District, to include arrangement and oversight of contracted services.
20. Administer each District's health, life, disability, property, and liability insurance programs, to include recommending appropriate risk management measures to the Superintendent and Human resources department.
21. Supervise those employees reporting directly to the Business Manager as assigned by the Superintendents.
22. Maintain and continue the preparation of each District's payrolls and payroll liabilities. Approve all payrolls and payroll reports- monitor accuracy and streamline process for security.
23. Oversee all invoices to be paid, monitor security and checks and balances.
24. Manage daily cash deposits and management of cash boxes.
25. Perform other related duties as assigned.