



## **Contracted Business Manager Services**

### **Financial Management of the District's Finances including but not limited to:**

- Annual budget and budget management,
- Long range fiscal planning.
- Levy certification.
- Manage cash flow/investments.
- Reconcile bank statements in a timely manner.
- Reports financial information to the Superintendent and School Board.
- Create, edit, recommend policy changes related to Finance to the School Board.
- Work to create work flow procedures for Finance functions.
- Assists in contract negotiations by providing financial information.
- Develop and implement risk management strategies to minimize financial risks and liabilities.
- Manages state, federal and local grants.
- Completes all work for the annual financial audit, including coordination of work with the district's auditors.