

Administration**Business Manager:**

Nature of the job: Responsible for the fiscal management of the District, including but not limited to Accounts Payable, Accounts Receivable, Budget, Data Processing, Financial Reporting, Payroll, Purchasing, Risk Management. A "confidential employee" as defined by SB 160. Member of the Management Team.

Immediate Supervisor: Superintendent

Immediate Subordinates: Joint supervision with Executive Assistant to Superintendent of District Office staff.

Qualifications: Experience in school budget/accounting procedure, preparation and analysis of fiscal operating and budget data, preparation of state-required fiscal reports, supervising and leading others, and any combination of training or experience, which is likely to provide the desired knowledge and abilities. Commitment and ability to problem-solve from a positive District-wide perspective, and to deal effectively with a wide variety of personalities and situations requiring friendliness, tact, poise, and good judgment.

Fiscal

(Accounts Payable, Accounts Receivable, Budget, Financial Reporting, Payroll)

- Provide ongoing and timely information to the Superintendent specific to budget-related items.
- Responsible for the formulation, monitoring, and reporting of the District's budget.
- Responsible for the preparation of all necessary and required financial reports.
- Provide for the proper receipt, disbursement, and accounting of all funds of the District.
- Responsible for preparation of material and information for annual audit.
- Provide timely budget information to department heads and program managers.
- Provide direction for all financial activities.

Business:

(Data Processing, Purchasing, Risk Management).

- Manage the District's property and liability insurance programs.
- Manage the budget and payroll aspects of the employee benefit insurance programs.
- Coordinate the purchasing and warehousing activities of the District.
- Responsible for the maintenance of consumable and capital assets inventory.
- Monitor leases, lease purchases, and other long-term financial commitments of the District.
- Monitor the computerized systems linked with the County Office of Education.

General

- Maintain current knowledge of, and keep Superintendent informed of, legislation affecting the District's financial picture.
- Facilitate the work of Board and District committees as requested by the Superintendent.
- Attend Board meetings and present reports as requested by the Superintendent.
- Attend County-wide meetings regarding insurance, budget, and finances.
- Sustain a program of professional growth/development to assure ongoing growth in his/her profession.
- Supervise the free and reduced school lunch application program.
- Supervise the Accounts Payable/Receivable staff and the Payroll/Technician.
- Provide technical assistance to persons maintaining student body accounts, as needed.
- Perform other duties as needed and directed by the Superintendent.