

Farragut Community School District
Job Description
Business Manager

Immediate Supervisor: Superintendent

Evaluation Supervisor: Superintendent

Position Overview:

To carry out the duties of Business Manager and Treasurer (if needed) under the direction of the Superintendent and the Board of Education according to laws of the State of Iowa.

QUALIFICATIONS:

1. Experience as an accountant/bookkeeper or similar position or certification by the Iowa Association of School Business Officials
2. Ability to type at 30 wpm using IBM compatible computer keyboard.
3. Ability to communicate effectively with Superintendent of Schools, State Department of Education, Department of Management, County Auditors and Assessors, and Area Education Agency personnel.
4. Ability to file forms electronically using internet based State and Federal forms.

BASIC RESPONSIBILITIES:

Business Manager

1. Work with the Superintendent on the following:
 - a. Certified Annual Report
 - b. Fiscal year-end reconciliation.
 - c. Budget estimate and certification of taxes.
 - d. Budget preparation
 - e. Preparation of Board Agendas
 - f. Annual Audit
 - g. Preparation of Certified Enrollment in September and December.
2. Vendor, code, and pay all General, and Schoolhouse Fund invoices.
3. Prepare monthly financial reports and send with agenda prior to regular School Board meetings.
4. Maintain and monitor record keeping for all grants including: Title I, Title VI Funds, REAP, Success4, and E-Rate funding.
5. Assume responsibility for total payroll processing (certified and non-certified employees).
6. Assume responsibility for total accounts payable processing.
7. Maintain investment records for General, and Schoolhouse Funds and make all deposits or same as well as withdrawals.
8. Maintain bond and interest account which includes both payment and posting of bonds.
9. Assume responsibility for computing, submitting and recording, FICA, IPERS, Dues, Insurance, Unemployment, Compensation Claims, etc. to the necessary agencies and individuals.
10. Maintain leave records of all employees.

11. Compute and issue contracts to all employees.
12. Complete budget estimate, certification, and supplemental details of the budget.
13. Maintain district inventory records.
14. Supply all data requested by school district auditors.
15. Manage district insurance policies for facilities, personnel, and tort liability.

Other Responsibilities

1. Perform such other tasks as may be assigned.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from groups staff, parents, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to thirty pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is relatively quiet.

Terms of Employment

Twelve month year with appropriate pay for twelve months. Salary and work year to be established by the Board.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Revised by the Farragut Board of Directors October 2004