

# YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Business Manager	
<b>SUPERVISOR:</b> Superintendent	<b>CLASSIFICATION:</b> CLASSIFIED (EXEMPT)
<b>DAYS/MONTHS:</b> 260 DAYS	

## **GENERAL RESPONSIBILITIES**

Administers the business and financial affairs of the school district in such a way as to provide the best possible educational services with the financial resources available.

## **DUTIES & EXPECTATIONS**

1. Develop and implement sound fiscal policies and procedures, including the collection, safekeeping and appropriate distribution of funds.
2. Provide leadership in development and operational effectiveness of all business services programs.
3. Prepare monthly financial and cost reports for the Superintendent, and reports for the Board meetings.
4. Providing monthly accounting of all income and expenditures to program directors and site administrators.
5. Maintain a continuous internal auditing program for all funds.
6. Continuously monitor District's bank account to ensure a positive bank balance. Reconcile bank account on monthly basis.
7. Work with Superintendent, program directors and site administrators on annual budgets and revisions.
8. Approve all vouchers authorizing the expenditure of funds.
9. Responsible for the appropriate accounting of all funds, including the use of the State's Chart of Accounts.
10. Work directly with the auditors in preparing year-end financial statements, including all year-end reports and schedule.
11. Supervise Accounts Payable, Payroll, and Purchasing including annual evaluations on Business Office staff.
12. Oversee Food Service.
13. Oversee Human Resource management of employee benefits.
14. Oversees all functions of payroll process, ensuring that all liabilities are processed promptly and accurately.
15. Performs other duties as assigned.

## **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

## **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or

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building rules.

### **PRIMARY WORKING CONTACTS**

Administrators, teachers, and district office staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Superintendent.  
Supervises classified business office staff.

### **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

### **EVALUATION**

Annual written evaluation.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

### **QUALIFICATIONS**

**Education:** Bachelor's degree required, Accounting emphasis preferred.

### **Experience:**

At least three years supervisory experience over financial operations in a school district required.  
Three or more years experience in a mid-to-upper level accounting position required.