Administration

Business Manager:

Under the supervision of the Superintendent, is 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. Is a confidential employee confidential employee as defined by SB 160 and a member of the Management Team. Under joint supervision with Executive Assistant to Superintendent manages District Office staff.

Representative Duties:

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 participation in the school nutrition program's Community Eligibility Provision (CEP).**
- **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.**

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.