

**Culver School District
Job Description**

Job Title: Business Manager
Work Days: 260
Reports To: Superintendent
FLSA Status: Exempt

JOB SUMMARY

Under the general supervision of the Superintendent, the Business Manager assumes responsibility for planning, directing, overseeing and participating in all aspects for business, financial operations and support services of the district. The Business Manager will support the Culver School District's goals and provide leadership to ensure responsible stewardship of and accountability for public resources. The Business Manager will work to increase the overall effectiveness and efficiency of financial and support functions. This position also supervises the support services: Transportation, Nutrition Services and Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as an advisor to the Superintendent and Administrative team on all issues relating to the business, financial and support services of the District.
2. Manage and supervise all financial functions of the district including: accounting, payroll, purchasing, cash receipts, accounts payable, grants, student body accounting, cash management, budget and audit in compliance with District policies, Federal, State and Local laws, rules and regulations.
3. Assist the Superintendent in human resource management including: work agreements, collective bargaining agreements and process, and other related matters.
4. Consult with the Superintendent, School Board, and other District personnel on all matters related to business services and support services.
5. Supervise: Business office staff, Transportation Supervisor, Nutrition Services Supervisor and Facilities Supervisor.
6. Provide accurate and timely financial information to the Administrative Team and Board.
7. Works closely and cooperatively with independent auditors to assure compliance with state and national accounting standards and best practices including: conformance with the Governmental Accounting Standards Board (GASB), Government Finance Officers Association (GFOA) and Oregon Department of Education (ODE), including filings of annual audit report.
8. Prepares and oversees annual budget process, including ensuring compliance with statutes governing public entities and making recommendations for budget changes as necessary.
9. Oversee the financial condition of the District to assure the fiscal well-being of the District; track, analyze and project revenue and expenditures in relation to assumptions about State funding, enrollment trends and other significant variables.
10. Oversee, manage and assist in the timely processing of accounts payable/receivables, purchase orders, and reimbursements, ensuring that expenditures are approved and appropriate; ensure the timely deposit of funds and monthly reconciliation of bank and investment accounts.
11. Establish payroll schedules, oversee the District payroll process, including payroll taxes, benefits and deductions, payroll reports, and all related employee records; assist with payroll processing as needed, including administration and reconciliation of OEGB and PERS benefits.

12. Administer and manage the District's cash flow, investments, debt issuances, and capital project financial management in accordance with applicable District, federal, state and local laws and regulations; complete all required federal, state, and local reports in a timely manner.
13. Attend School Board, Budget, Administrative, and other meetings as directed by the Superintendent.
14. Provide fiscal and support services policy and procedure reviews and updates.
15. Work with administrators and staff regarding the proper implementation of system policies in record keeping, budget development and expenditure of funds.
16. Oversee and manage all aspects of the District's property, casualty, liability and workers compensation insurance coverage.
17. Supervise the management of all financial affairs of the District including bonds, borrowing, cash management and investments.
18. Receive and account for federal, state and local funds awarded to the District.
19. Oversee fiscal contracts and RFP processes.
20. Direct the preparation of State and Federal reports related to the business operation of the District.
21. Oversee preparation of the District's annual budget and provide ongoing budget implementation and oversight.
22. Supervise the day-to-day accounting functions and software applications of the District, including Payroll, Accounts Payable, Accounts Receivable and General Ledger.
23. Appropriately maintains and secures confidential records and inquiries.
24. Professionally represent the school and the District in interactions with parents, community, staff, and students.
25. Comply with applicable District, state, local and federal laws, rules and regulations.
26. Attend work regularly.
27. Frequently perform work beyond a standard 40-hour work week when work-load requires.
28. Other duties may be assigned as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor Degree in Accounting, business administration, business management or related field of study and at least three years of related experience in accounting/finance/analysis and/or training or equivalent combination of education and experience. Prior successful experience working in Governmental Accounting generally and School District accounting specifically, strongly preferred. CPA license is preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, accounting internet software, e-mail, spreadsheet, and word processing software. Ability to proficiently use the following programs strongly preferred: Visions, MS Word, Access and Excel. Ability to rapidly and accurately enter and retrieve computerized data. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver License.

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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

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 work environment is in a school that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate.

OTHER

CSD employees are expected to be completely honest in their employment capacity. Due to the fiduciary responsibilities of fiscal office employees, the requirement for honesty is given the greatest weight. Failure to be completely honest in the employment capacity will lead to discipline up to and including dismissal.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____