

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

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BUSINESS MANAGER (Job Description)

Qualifications: (1) The Business Manager shall have earned a Bachelor's degree from an approved institution, and would preferably hold a School Business Administrator's license from the Wisconsin Department of Public Instruction. (2) It is also preferred that he/she have had at least three years of professional experience in either business management or accounting.

Chain of Supervision: Reports directly to the District Administrator. Manages Administration Office staff.

Duties and Responsibilities: The Business Manager shall be responsible for administrative office management and all matters related to fiscal and bookkeeping procedures and similar aspects of business management.

A. General Duties – The Business Manager shall:

1. Keep or ensure that all books and records pertaining to district fiscal operations are properly maintained in accordance with Department of Public Instruction (DPI) standards, the annual certified public accountant (CPA) audit requirements and Board and administrative policies.
2. Work closely with the District Administrator on all matters pertaining to the fiscal and business management of the district including researching matters pertaining to negotiations.
3. Continue to keep versed on continuing developments and required changes in office and fiscal management.

B. Daily Duties – The Business Manager shall:

1. Handle continuous duties pertaining to the district's bookkeeping.
2. Issue purchase orders by number and ensure that a purchase order register is maintained.
3. Classify each purchase order in accordance with DPI accounting standards.
4. Prepare bills for entry into the computer system including proper identification on the ledger covers of each bill to be paid.
5. Write receipts and bank the district's money.
6. Keep a running account of the bank balance.
7. Supervise the office staff and delegate duties and work assignments as needed.

C. Monthly Duties – The Business Manager shall:

1. Maintain district bookkeeping accounts and balance out.

2. Prepare a budget status report.
3. Prepare a list of bills to be approved by the Board.
4. Assist in the preparation of school board meeting agenda.
5. Reconcile bank statements.
6. Prepare cash report (treasurer's report).
7. Prepare checks, either manually or by computer, add signatures and send out at appropriate times after bills have been approved.
8. Approve monthly bookkeeping (i.e., receipts, expenditures, recapitulations of the accounts).
9. Maintain vouchers in numerical order and keep them in a safe place.
10. Provide figures necessary to complete various reports (e.g., hot lunch, Title I) and ensure that said reports are completed by the office staff.
11. Maintain proper accounting procedure on the petty cash account.
12. Supervise the maintenance of the activity account ensuring that it is kept current throughout the year.

D. Annual Duties – The Business Manager shall:

1. Close the books for the annual CPA audit in June and assist auditors as needed.
2. Assist the District Administrator in calculating the budget and in preparing the annual meeting report booklet.
3. Assist in providing contract information for calculating various individual contracts for district employees.
4. Assist in preparing tax levy information and levy forms to be sent to municipalities (October).
5. Prepare and distribute W-2 forms to employees (January).
6. Ensure that a log is maintained of sick and other leaves used by district employees and, for each employee, prepare an annual report showing the number of sick days used and accumulated sick leave days remaining.
7. Assist in the preparation of annual DPI reports.
8. Assist in or prepare all reports and forms pertaining to federal and state withholding and social security, auditor reports, teacher retirement reports etc.
9. Maintain proper records and reconciliations of all bank accounts for all funds and activities.

E. Other Duties – The Business Manager shall:

1. Prepare or ensure special items of correspondence are sent out as directed by the District Administrator.
2. Answer various questions relative to insurance, contracts, reports, etc.
3. Maintain records of accident reports, worker's compensation, property insurance etc.
4. Qualify as a notary so as to be able to notarize documents coming out of the Administration Office.
5. Assist the District Administrator in evaluating the secretarial, clerical and aide staff as they perform duties relative to the Administrative Office.

6. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The District Administrator shall complete an annual evaluation (written and/or oral) covering the individual's effectiveness in handling the duties and responsibilities of the position. A significant portion of the evaluation shall consider the auditor's annual evaluation of the financial books and records maintained in the district.

Terms of Employment: An individual contract shall be issued by the Board annually for a 12-month period with an annual salary and fringe benefits, such as leaves, insurance and retirement benefits, negotiated individually with the Board or its designated representative or committee and approved at a regular board meeting.

He/she shall be on duty during normal or routine office hours (7:30 a.m. to 4:00 p.m.). Hours of duty may be adjusted by the District Administrator.

APPROVED: March 12, 2001

REVISED: July 11, 2005

REVISED: February 11, 2013