

**Maxwell Unified School District
Job Description**

JOB TITLE – BUSINESS MANAGER

POSITION SUMMARY:

Under the direction of the Superintendent, coordinates, supervises and directs the development of the district budget; develops and implements budgetary control procedures; collects and reports district financial data; preparation of reports, statements, audits and accounts payable preparation and issuance of warrants; computer and related data processing activities and other related activities as directed by the Superintendent.

ESSENTIAL FUNCTIONS:

- Develops, prepares, and implements district budget, including establishing guidelines and procedures.
- Develops budget calendar, budget backup data.
- Performs revenue calculations and develops expenditure projections for the tentative and final adopted budgets.
- Develops and implements budgetary control procedures for all district funds.
- Develops and provides budget revisions, transfer vouchers, cash transfer, and journal entries when required to reflect the actual current status of income and expenditures.
- Develops and provides intermediate and long term financial projection for income and expenditures.
- Keeps informed on all budgetary issues with the administration and staff in the budget development process.
- Prepares special and mandated budget reports and statements as required by district management, the Board of Trustees, the County, State and Federal and other funding agencies.
- Oversees the operation of categorically funded programs to ensure program guidelines and requirements are being met and prepares related reports.
- Coordinates data processing activities related to the budgeting, accounting, financial and A.D.A. reporting systems.
- Performs data processing activities related to the budget and other financial matters.
- Provides development of effective, accurate accounting systems for general accounting, general ledger, accounts receivable, and accounts payable.
- Acts as a resource for all financial data needed for the collective bargaining process.
- Serves as a member of the District's collective bargaining team.
- Works cooperatively with all agencies, board members, district management and other district employees.
- Prepares information and assists auditors in our Independent Audit
- Provides direction, supervision and evaluation of the Food Service Employees and Food Service Program.

- Is responsible for the business operation and financial reporting of the Food Service program.
- Prepares monthly reimbursement claims for state and federal cafeteria funding.
- Prepares and audits attendance accounting reports and procedures.
- Responsible for all accounts payable (purchase orders, pay vouchers, travel claims, and emergency fund transactions)
- Reviews and processes purchase orders.
- Disburses money from the Emergency Fund and Abatement Fund (includes verifying summary log).
- Prepares employee contracts in accordance with salary negotiations.
- Has responsibility for all salary schedule computations, maintaining and updating schedules as necessary.
- Coordinates benefits programs, including health, dental, vision, and retirement.
- Provides technical expertise to District Administrators in the assignment monitoring process as required by the Education code and state Commission on Teacher Credentialing.
- Assist Superintendent with paper screening of applicants to ensure minimum qualifications are met.
- Ensures certification requirements and all other pre-employment requirements are met.
- Assists in the development of various State and Federal reports.
- Primary point of contact and coordinator for the mandated cost program.
- Assist with developing and maintaining Position Control
- Ability to collect, assemble and present various data with well defined recommended or alternative courses of action of administrative decisions.
- Attend Board of Education meetings and other public meetings regarding district finances.

DESIRED QUALIFICATIONS:

- Any combination of education and/or experience equivalent to completion of four (4) years of college in business or a related field with California school business and school personnel experience is preferred.
- Four years of progressively responsible experience, preferably in California school business.
- Knowledge of California public school accounting practices and budgeting procedures; California Education Code; the California School Accounting Manual, and school law.
- Certification by the California Association of School Business Officials is desirable.
- Knowledge of computer spreadsheet applications, word processing and school business related software.
- Oral and written communication skills.

PHYSICAL DEMANDS:

- The work is sedentary, although the employee may perform some walking, standing, bending, or carrying of light items. No special physical demands are necessary to perform the work.
- Work is typically performed in an adequately lit and climate controlled office.
- May require occasional travel.

Board Approved: 12/12/17