

Business Manager

Duties and Authority

The Business Manager is responsible for daily business office operations including maintaining the general ledger and monitoring cash flow and investment activities. The Business Manager is responsible for financial reporting and management aspects of certain State and Federal Grant programs. The Business Manager assists the District Controller.

Administrative Relationship

The Business Manager is employed by the Board of Education and reports to the Controller

Qualifications

The Business Manager must have a Bachelor's degree in accounting or finance; a minimum of ten years of experience in educational accounting or finance; and a minimum of five years of school administrative experience (or equivalent).

Evaluation

The District Controller shall annually evaluate the Business Manager and make employment and salary recommendations to the Superintendent.

Compensation and Benefits

The Board of Education and the Business Manager shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for Business Manager. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Business Manager shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Business Manager shall have vacation periods as approved by the Superintendent.