

Business Manager

Williston School District #7

Job Title: Business Manager
FLSA: Exempt
Reports to: Superintendent/School Board

Job Summary:

Administers the District's business affairs in order to provide the best possible educational services, utilizing available resources in an efficient effective manner. (Actively pursue additional sources of funding, both public and private.)

Essential Duties and Responsibilities:

In addition to duties required by NDCC 15.1-07-21 and NDCC Titles 57 and 21.

The Business Manager shall:

- Serves as advisor to the Superintendent of Schools on all issues relating to the business and financial affairs of the district.
- Prepare a budget for board review and approval and submit the annual budget to county and state.
- Prepare other reports required for state funding (NDCC 15.1-27-02).
- Compile operational statistics and gather other data as the Board may require. Supervise district business operations, coordinate audit procedures, and assist in completion of the audit. Conduct all internal audits as necessary.
- Supervise investment of district funds.
- Serves as the district's Open Records Officer.
- Maintain records on open enrollments, out-of-district students, and tuition students.
- Supervise, organize, and coordinate all school elections.
- Compute district enrollment projections.
- Verify district compliance with all applicable state and federal laws associated with payroll and financial programs.
- Plan and coordinate the development of statistical, financial, and management information related to employee relations.
- Direct the preparation of State and Federal reports, tax reports and the necessary reporting for State and Federal grants.
- Prepare, distribute, and file all other reports and contracts requiring Business Manager's signature.
- Actively pursue additional sources of funding, both public and private.
- Lobby elected officials for funding for district needs.
- Write competitive grants to meet specified district needs within appropriate designated
- Collaborate with other agencies and programs in order to access funds to serve and meet the needs of students.
- Assures that effective procedures are used for the requesting, purchasing, distribution, storage, inventory of District assets, supplies, and equipment.
- Assures that all bidding procedures for District facilities, equipment and supplies are conducted in accordance with state laws and district policies providing fair and impartial consideration to all parties.
- Administers the financial affairs of the district, including collection, safekeeping, and distribution of all funds, the accounting and reporting procedures, and long-range financial planning.

- Records and reports the financial information of the district so as to provide full and complete disclosure in accordance with recommended account in practices and legal requirements designed to facilitate sound fiscal management and a public perception of transparency
- Represents the district in securing and managing all insurance contracts and claims. Assures that the district receives optimal fiscal entitlement for county, state, and federal resources.
- Manages the advertisement, sale, investment, expenditure and repayment of all approved certificates of indebtedness, general obligations and revenue bonds.
- Develop budget guidelines, coordinate preparation and analysis of the budget; assist key administrators in review of the budget, and public the final budget as approved by the Superintendent and Board of Education.
- Establish and supervise a program of accounting adequate to record all transactions Serve as a resource for the District in employee bargaining processes.
- Attend such meetings as assigned by the Board or requested by the Superintendent.
- Observe safety and security procedures; report potentially unsafe conditions.
- Other duties may be requested or assigned by the Board or Superintendent.

Supervisory Responsibilities:

Directly supervises 1-5 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems; and managing leave requests.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS:

- Ability to synthesize complex or diverse information and collect and research data.
- Ability to generate creative solutions and demonstrate attention to detail.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully and develop alternative solutions.
- Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, put success of team above own interests, and support everyone's efforts to succeed.
- Ability to develop workable implementation plans, build commitment and overcome resistance, prepare and support those affected by change, monitor transitions and evaluate results.
- Ability to look for ways to improve and promote quality and demonstrate accuracy and thoroughness.
- Ability to communicate well with others.
- Ability to follow policies and procedures, complete administrative tasks correctly and on time, and support organization's goals and values.
- Ability to develop strategies to achieve organizational goals, understand organization's strengths & weaknesses, and adapt strategy to changing conditions.
- Ability to make timely decisions and exhibit sound and accuracy.
- Ability to prioritize and plan work activities, use time efficiently, plan for additional resources, and set goals and objectives.
- Ability to approach others in a tactful manner, react well under pressure, treat others with respect and consideration regardless of their status or position, accept responsibility for their own actions, and follow through on commitments.
- Ability to demonstrate accuracy and thoroughness, look for ways to improve and promote quality, apply feedback to improve performance, and monitor own work to ensure quality.
- Ability to adapt to changes in the work environment; manage competing demands; and manage frequent changes, delays, or unexpected events.

- Ability to follow instructions and respond to supervisory direction.
- Ability to commit to long hours of work when necessary to reach goals, completing tasks on time or notifying appropriate person with an alternate plan.
- Ability to seek increased responsibilities, look for and take advantage of opportunities, and ask for and offer help when needed.
- Ability to manage challenges with resourcefulness and generate suggestions for improving work.
- Ability to serve all constituents openly, honestly, and with integrity.
- Ability to represent the school system and the community in a positive light.
- Ability to use available resources in all decision-making processes.
- Ability to establish processes for appropriate decision making.
- Ability to pursue continual personal growth as an effective leader.
- Ability to maintain confidentiality and a need-to know standard with regard to staff and student information.
- Accepts, from the Superintendent, such responsibilities as the Superintendent chooses to delegate and assumes full responsibility for discharging duties.

TECHNOLOGY SKILLS:

Should be proficient in Microsoft Office Suite. Proficiency in Software Unlimited is highly recommended.

KNOWLEDGE:

EDUCATION and/or EXPERIENCE:

CPA or advanced finance degree preferred, but not required. Bachelor's Degree is required. A Master's degree in the Business field is preferred. Experience as an auditor is preferred, but not required. Five or more years of experience in budget development, financial planning, and not for profit accounting in an educational environment is preferred.

ABILITY:

RESPONSIBILITY:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands and reach with hands and arms, as well as talk and hear clearly. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

TERMS OF EMPLOYMENT:

261-day calendar.

Employee Printed Name

Employee Signature

Date