

Business Manager Job Description

Definition:

The Business Manager supervises and administers all aspects of the business and financial operations for the Sitka School District.

Reports to: Superintendent

Salary: DOE

Qualifications:

1. A Bachelor's degree (or higher) in business administration with an emphasis in accounting, finance, management or similar is preferred.
2. Five (5) years of related financial work experience required. Management experience and successful experience in Alaska school district(s) are preferred
3. Knowledge of financial accounting software systems required. Experience with ALIO financial accounting software and ALIO Intelligence (SAP Business Objects) is preferred.
4. Extensive knowledge of Microsoft Office products, specifically Microsoft Excel, is required.
5. Having a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary, which includes making presentations and sharing information with the School Board and responding to questions from the media.

Job Duties:

1. Work within a core team of District Office administrative personnel.
2. Provide leadership and develop fiscal strategies aligned with district goals.
3. Develop and oversee all organizational budgets including the general fund and numerous special revenue funds.
4. Supervise all business office personnel. Hire and train new members as needed.
5. Maintain District accounting and reporting procedures in accordance with Federal and State guidelines and all granting agency requirements.
6. Create and present all financial reports to the School Board, State and Federal agencies, and administrative personnel.
7. Advise School Board members and District administrators on all business/financial related issues.
8. Create request for proposal documents and administer the selection process for District contracts as required by School Board policy.
9. Negotiate the Pupil Transportation, Food Services, and Custodial Services contracts and supervise sub-contractors.
10. Oversee E-Rate program, review applications, and monitor bid processes.
11. Work directly with District auditors during the annual review of financial transactions and

compliance monitoring.

- 12. Prepare materials and represent District in negotiations with all three (3) union bargain units.
- 13. Attend all Board meetings and provide reports as requested. Participate in any other meetings as required by the Superintendent or School Board.
- 14. Manage business office website and keep information updated.
- 15. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- 16. Protect confidentiality of records and information about staff, use discretion when sharing any such information within legal confines.
- 17. Adhere to Federal statutes and regulations, Alaska School law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
- 18. Oversees District insurance needs (i.e. – property, liability, health, workers’ compensation)
- 19. Primary contact for the District in working with the bus company and carrying out the student transportation contract.
- 20. Primary contact for the District in working with the Food Service contractor and carrying out the food service contract.
- 21. Maintains confidentiality regarding personnel and students.
- 22. Oversees the purchasing of materials and services for the District.
- 23. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Physical Requirements/Environmental Conditions:

- 1. Requires frequent sitting, walking and standing.
- 2. Occasional lifting (50 pounds maximum)
- 3. Requires physical exertion to carrying, pushing and/or pulling, stooping, kneeling,
- 4. turning and reaching.
- 5. Some evening and weekend work may be required.

Equipment Used:

Equipment used includes personal computer, printer, scanner/fax machine, copy machine, telecommunication devices, and periodic use of other equipment such as LCD panel projections, overhead projectors, and whiteboards. Use of personal vehicle or district vehicles may also be required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have received a copy of this job description:

Employee _____

Date _____

Approval _____
Superintendent