**Job Title:** Business Manager

**Position Purpose:**The Business Manager reports to and is directly responsible to the Governing Board and the Superintendent. The Business Manager is responsible for the financial affairs of the district. The Superintendent and Business Manager will work together to oversee that district policies are being adhered to, making recommendations for change, interpretation, and implementation as necessary.

**Supervisor:** Superintendent

**Essential Job Duties:**The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Performs a wide variety of clerical and office support duties.
2. Acts as resource person to teachers, students, parents and the general public regarding general and specific information on the policies, procedures and activities of the school.
3. Receives students, parents, staff and the general public; answers the telephone and takes messages; gives out information; answers complaints; and refers queries.
4. Designs/creates a variety of materials including reports, memos, forms, lists, meeting minutes, correspondence, confidential evaluations, newsletters, calendars.
5. Picks up, opens and distributes incoming mail; initiates or transmits memos, notices, etc.
6. Arranges and coordinates substitutes for certificated and classified absences; providing necessary information and maintaining necessary records for successful transmission of data.
7. Distributes material and information to teachers and other staff and ensures timely responses.
8. Takes dictation of letters, memoranda and other documents and meeting minutes.
9. Reproduces forms by keyboarding, data processing and/or copying; monitors and replenishes form supplies as needed.
10. Maintains calendars for school and Superintendent; schedules meetings and appointments.
11. Enrolls students into school. Maintains the student attendance records and student information system. Prepares the state attendance reports.
12. District Payroll Officer: maintains timesheets and absence records for all staff, prepares the monthly payroll. Prepares contracts for all District employees.
13. Supervises the collection, safekeeping and distribution of District funds. Maintains accurate records of school accounts; processes accounting transactions. Types warrant list, pays bills, and monitors and tracks bank accounts.
14. Assists the Superintendent with the District’s insurance programs.
15. Prepares for the annual audit of school accounts.
16. Prepares with the Superintendent the necessary data for the school budget. This includes the original budget, interim reporting and year end closing.
17. Supervises the cafeteria recordkeeping and prepares and submits all cafeteria reports to the State of California.
18. Assists the Superintendent with the inventories of the District’s fixed assets.
19. Attends the monthly meetings pertaining to business at the Tehama County Department of Education and other meetings as directed by the Superintendent.
20. Maintains designated filing systems and records as assigned.
21. Maintains confidentiality for necessary personnel and student matters
22. Prepares reports related to school programs, operations and activities.
23. Oversees fundraising and student body accounts. A volunteer will be sought to manage fundraising.
24. Oversees the yearbook program. A volunteer will be sought to produce the yearbook.
25. Assists certificated staff with the successful scheduling of field trips.
26. Orders materials, supplies and equipment upon the approval of the Superintendent; maintains records of purchase orders; and inventories and logs same as they arrive.
27. Administers minor first aid following district guidelines, policies and procedures.
28. Attends the monthly Board Meetings.
29. Prepares the Board Agenda and Minutes with the Superintendent for the monthly board meetings.
30. Provides regular or occasional yard-duty coverage as designated by the Superintendent.
31. Performs related duties as required.

**Minimum Knowledge, Skill and Ability:**

*Knowledge of:*

* Proper office methods, practices and procedures including receptionist and telephone techniques, filing systems and maintenance and reporting functions.
* Public school office operations and administrative procedures.
* Proper English usage, spelling, grammar, punctuation and vocabulary.
* Financial record keeping methods and practices.
* Personal computer software.

*Skill and Ability to:*

* Learn and interpret school district rules and policies and to apply them with good judgment and in a variety of procedural situations.
* Understand and carry out oral and written instructions in an independent manner.
* Accurately keyboard at a rate of 55 wpm.
* Perform a variety of complex secretarial/clerical work with speed and accuracy.
* Establish and maintain a variety of records and prepare reports.
* Effectively and tactfully communicate in both oral and written forms.
* Accurately perform mathematical calculations using addition, subtraction, multiplication and division.
* Prioritize and appropriately schedule assigned work load.
* Operate a variety of standard office equipment such as calculator, typewriter, computer and related software, copier, and fax machine.
* Knowledge of MS Word, MS Excel, MS Publisher or similar computer applications.
* Direct and coordinate the work of others in a lead capacity as assigned.
* Establish and maintain effective work relationships with those contacted in the performance of required duties.
* Maintain the security and confidentiality of sensitive information and files.
* Plan, organize and prioritize work load to meet established timelines.

**Training and experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: graduation from high school and five years clerical experience.

**Physical requirements and working conditions:**

In order to perform this job successfully an individual must meet the physical requirements necessary to complete the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

* Perform work which is primarily sedentary
* Is subject to inside environmental conditions
* May be required to work at a video display terminal for prolonged periods