

BUSINESS MANAGER

GENERAL STATEMENT OF DUTIES: Directs the business management activities of a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for directing and coordinating all business management activities of a school district including the maintenance of financial accounts, purchasing, insurance, plant and equipment management, investment control, and budget control. The work is performed under general direction of the administrative head of a school district. Supervision is exercised over subordinate office employees and may be exercised over other non-teaching departments.

EXAMPLES OF WORK: (Illustrative only)

- Supervises maintenance of financial accounts and various other records concerned with the business management of the school district;
- Assists the administration in the development of fiscal policy;
- Oversees the requisitioning and purchasing of all equipment and supplies;
- Manages school district insurance and investment programs;
- Compiles materials for and assists in the preparation of the annual budget;
- Prepares and issues periodic local, state and federal financial and statistical reports;
- Supervises the work of subordinate employees in the business office and trains them in their duties;
- May act as Clerk to the Board of Education.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern business administration procedures and equipment; public personnel practices and budgetary procedures; good knowledge of accounting methods; ability to readily acquire familiarity with the laws, policies, regulations and practices affecting a school district; ingenuity and resourcefulness in handling administrative problems; ability to present written and oral comments and opinions clearly and concisely; ability to plan and supervise the work of others; tact and courtesy; good judgment; thoroughness and dependability; good physical condition.

MINIMUM QUALIFICATIONS:

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school - **AND**

Either -

- (A) Six years of progressively responsible business administration or accounting experience;
- Or** (B) Graduation from a college or university of recognized standing from a four year course for which a Bachelor's degree is granted AND two years of progressively responsible business administration or accounting experience;
- Or** (C) Any equivalent combination of training and experience.

Competitive Class