

Window Rock Unified School District No. 8

Position Description

Position Title	Business Manager
-----------------------	------------------

Date Revised
Status Administrative
Salary Level Administrative Salary Schedule
Work Year 12 months

Qualifications

- A Bachelor's degree with major in accounting, finance or business administration
- A certified public accounting certificate or Master's Degree in accounting, finance or business administration preferred
- An Arizona School Business Manager certificate preferred.
- A minimum of three year's supervisory experience in the accounting field in either the business or school environment
- Must meet bonding criteria
- Such other qualifications as may be determined by the Governing Board
- The Board may amend these qualifications if deemed appropriate

Job Goal Administers the business affairs of the District in such a way as to provide the best possible educational services within the financial resources available.

Essential Duties

- Supervises the collection, safekeeping, and distribution of all funds.
- Purchases all supplies, materials, and equipment as allocated in the District budget, within limits allowed by the Superintendent.
- Acts as chief budget control officer
- Adheres to requirements of the USFR.
- Directs payroll procedures.
- Arranges for internal auditing of District accounts.
- Maintains final responsibility for District reporting of inventory control and student attendance.
- Maintains a current inventory of school property.
- Advises Superintendent on school budget and all other business and financial questions.
- Provides necessary statistical data for preparation of fiscal budget.
- Prepares financial reports as required by local, state, and federal agencies.
- Receives reports on collection of rent on school apartments and trailer spaces.
- Submits monthly statement to Board detailing status of each appropriation item.
- Assists in recruiting, selecting, assigning, supervising, and evaluation of personnel in the offices under his/her jurisdiction.
- Provides in-service training programs for payroll, purchasing, and budgeting procedures.
- Serves as the Board's financial member on Meet and Confer Committee.
- Directs reports for reimbursements from State departments.
- Assists in administration of funds of all State and federal programs.
- Assists in obtaining bonding in such form and amounts as shall be determined by the Board of Education.
- Compares purchase orders and requisitions against appropriate balances in the budget before purchases are made and approves same.
- Reviews all vouchers authorizing expenditures of monies.
- Directs accounts payable procedures.
- Performs internal audit of District accounts, business procedures, and compliance with federal, state, and local regulations.

Window Rock Unified School District No. 8
Position Description

Position Title	Business Manager
-----------------------	------------------

- Responsible for accurate and timely financial information for the District.
- Writes grant applications to acquire additional funds for the District.
- Responsible for inventory control of all areas or responsibility.
- Performs other work related duties as assigned.
- Performs such other duties and responsibilities as required by State Law and/or the policies and procedures of the school district.

Certificates/Licenses Valid Arizona Drivers License
Valid Fingerprint Clearance Card

Physical Effort Physically comfortable, normal office work
Working Environment Normal office conditions

Supervision Given Personnel assigned to Business Office, Warehouse and Media.
Supervision Received Assistant Superintendent and Superintendent

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: 09/05/1995