

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Business Manager/Board Secretary/Treasurer

QUALIFICATIONS:

1. Possess or ability to qualify for School Business Officer authorization
2. Successful Experience as an Iowa Public School Business Official or similar field preferred
3. Business or accounting background preferred

REPORTS TO Superintendent and Board of Education

PERFORMANCE RESPONSIBILITIES

1. Prepare certified and operating budgets in a timely manner.
2. Complete, monitor, and report activities applicable to state and federally funded programs.
3. Oversee implementation of grants and categorical funded projects.
4. Oversee the maintenance of finance and business related records, reports, and district files as determined by district policy and state laws.
5. Ensure accounting procedures meet state requirements for all accounts.
6. Arrange and coordinate preparation of documents for the annual financial audit.
7. Assist with Board meeting preparation; attend meetings and records minutes of the Board.
8. Prepare monthly reports for the Board and program administrators highlighting variances in revenues and expenditures.
9. Ensure publication of the proceedings of the meetings of the board and all legal notices concerning district business.
10. Review all contracts between the district and outside contractors prior to board review.
11. Develop proposed policies relating to financial management for Board consideration.
12. Operate within the policies of and implement regulations developed by the District.
13. Keeps a complete record of all regular or special elections in the district.
14. Provides data on salary and benefits for negotiations.
15. Oversee the day-to-day operations of the district finance and business functions.
16. Optimize the handling of bank and deposit relationships and initiate strategies to enhance cash position and ensure appropriate investment of district funds as prescribed by Iowa Code and District policies.
17. Regularly confer with building principals and administrators regarding problems/solutions related to district operations.
18. Prepare long-range plans and projections pertinent to the financial needs of the district.
19. Oversee the timely payment of bills and other accounts payable matters.
20. Oversee the timely payment of payroll checks to all district employees.
21. Oversee the district's employee benefit program, including medical, dental, workers compensation, life, and disability insurance.
22. Supervises business office personnel, director of nutrition, and director of transportation.
23. Perform additional duties and responsibilities as assigned by the Superintendent of Schools.
24. Perform additional duties and responsibilities as assigned by the Board.
25. Attend meetings relevant to the employee's duties to learn or represent the district.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised November 11, 2019