

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
**BUSINESS MANAGER**

**REPORTS TO:** SUPERINTENDENT

**SUPERVISES:** Business Services' Employees and the Operations and Transportation Supervisor and Employees

**DEFINITION:**

This is professional administrative work in the management of the District's Business Office. Work involves the administrative responsibility to plan and develop the District budget, to establish and maintain adequate internal accounting procedures, records, safeguards and controls, and to insure the most effective use of District revenues for the support and improvement of the educational programs. This position reports to the Superintendent.

**QUALIFICATIONS:**

Required:

1. Graduation from an accredited college or university with a major field of study in business, accounting, public administration or closely related field.
2. Basic educational requirement supplemented by graduate level course work in business, accounting, public administration or closely related field.
3. Approved qualifying experience may be substituted on a year for year basis with a minimum of four years of education and/or experience.
4. At least five years experience in varied professional budgeting, accounting, auditing, school business administration, and accounting systems work.
5. Eight hours of food safety training within the past 3 years or ability to complete within 30 days of employment.

Desired:

1. School or government accounting experience preferred and extensive progressively responsible experience in private or public financial management is preferred.

**KNOWLEDGE AND ABILITY:**

1. Thorough knowledge of modern principles and practices of public administration, principles of accounting, budget preparation, and administration.
2. Thorough knowledge of the laws, regulations, and procedures governing the receipt and expenditure of public funds.
3. Thorough knowledge of the application of data processing to business office operations.
4. Thorough knowledge of government purchasing procedures.
5. Thorough knowledge of financial planning.
6. Ability to plan, organize, and maintain the total business office as an efficient operation and as a service agency to support and improve the educational programs of the District.
7. Ability to supervise others in the fiscal procedures of the district in a manner conducive to full performance and high moral.
8. Ability to interpret a wide variety of laws, codes, and ordinances.
9. Ability to analyze statistical and fiscal material and reduce the analysis to non-technical language.
10. Ability to make accurate revenue estimates and prepare budgets.
11. Ability to prepare, enter, and monitor journal entries and appropriate financial/general ledger data

12. Ability to establish and maintain effective working relationships with subordinate personnel, other employees, and the general public contacted in the course of work.

### **ESSENTIAL DUTIES/TASKS:**

1. Plans, develops and administers the annual District budget, works cooperatively with all management personnel and others in planning, development, and control of their respective budgets.
2. Assumes responsibility for the long-range planning as related to revenue, expenditures, program costs, physical facilities, and general budgeting considerations.
3. Supervises centralized and decentralized purchasing of items of the appropriate quality for the best prices based on bids, quotations, standards, and specifications.
4. Supervises the use of requisitions and purchase orders to insure accountability for expenditures of funds.
5. Assures that proper warehousing and inventory control procedures are implemented and followed.
6. Maintains records, policies, and contracts of the property and liability, worker's compensation, and student accident insurance plans.
7. Supervises data processing, including acquisition of software, work flow scheduling, and file maintenance; designs, analyzes, and implements systems.
8. Coordinates the annual audit.
9. Supervises the preparation and disbursement of payroll, payments to vendors, revolving cash fund, attendance accounting, use of district facilities, proper accounting of all funds and accounts.
10. Maintains files for legal papers, audits, reports, permanent property records, and annual inventory of fixed assets.
11. Plans, organizes, assigns, reviews, directs, and evaluates the work of the Business Department Staff.
12. Supervises the implementation of a district-wide food service program.
13. Prepares or supervises the preparation of all local, county, state, and federal reports for submission in a timely manner.
14. Works cooperatively with representatives of the County and State Offices of Education in order to establish and maintain a productive business relationship.
15. Acts as liaison and coordinates JPA Insurance activity, including risk management. Coordinates district self-funded insurance activities.
16. Coordinates mandated cost claims.
17. Coordinates district Safety Program, ADHERA Program, Blood Borne Pathogens Program, Hazardous Wastes Programs, Storm Water Waste Program, Lead/Copper Program, and other such programs as assigned.
18. Supervises the acquisition of property and building facilities. Coordinates ADA activities.
19. Maintains or contracts with a minimum of D-1 Water Distribution Operator to ensure safe drinking water at Diamond Valley Elementary School and the Learn Center sites.
20. Acts as National School Lunch and School Breakfast Program School Nutrition Program Director and participates in initial and annual continuing food safety education/training.

### **NON ESSENTIAL DUTIES/TASKS:**

1. Directs transportation, maintenance, facilities, food service and operations departments.
2. Performs other duties as assigned.

### **ENVIRONMENT/WORK CONDITIONS:**

- **Location:** Work is performed in a climate-controlled office setting.

- **Hazards:** None noted.
- **Equipment Used:** Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment.

### **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

#### PHYSICAL

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally, up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers.
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

#### MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English; possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

The Business Manager is placed on the Classified Senior Management Salary Schedule

Adopted: 07/17/90

Revision: 12/14/93, 08/14/2012, 06/23/15