

Job Title:	BUSINESS MANAGER	Reports to:	Superintendent
FLSA status:	Exempt	Supervisor duties:	Business Services, Transportation, Food Service, and IT Dept, and Maintenance
Classification:	Administration	Approved on:	August 25, 2011
Position Summary:	Under the general Supervision of the Superintendent of Schools, to manage and oversee the Business Services functions of the district including budget and finance, purchasing, transportation, food services, safety and risk management, grants management, human resources and related areas. Experience in Impact Aid preferred.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervises the fiscal operations of the school district using standard accounting and bookkeeping principles and procedures in accordance with Board policies, rules and regulations, applicable state and federal laws, including USFR. Experience in Impact Aid preferred.
- Maintains accurate, up-to-date records of accounts receivable, accounts payable, and the financial position of the school district in order to ensure that the school district is able to maintain its operations and remain within fiscal year budgets.
- Prepares annual budget(s) for the Superintendent and makes budget recommendations for school district operations to maintain and improve educational opportunities and all necessary support and operations.
- Prepares monthly operating statements, quarterly reports, and other information or documents as requested.
- Secures an annual audit of the school district's finances.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all financial records as required by law.
- Oversees all school district purchasing, banking activities, payroll and employee benefits programs.
- Establish, monitor and manage all safety and risk management policies, procedures and practices for the purpose of ensuring a safe environment for employees and students in their use of school facilities and transportation, and to comply with legal requirements (e.g., OSHA and Workers' Compensation).
- Maintain appropriate levels of insurance to protect school district property and potential liabilities.
- Oversees the school district's transportation department, including bus routes, schedules and contracts to ensure that the school district has an adequate and cost-effective student transportation system.
- Manage the food service department and related operations.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Assist the Superintendent in making recommendations regarding salaries and benefits for all school

district employees.

- Oversee the administration of employee benefits and the payroll function.
- Represent the school district as necessary in off-site meetings, associations, etc.
- Performs other related tasks as assigned by the Superintendent.
- Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of best practices in accounting and bookkeeping principles.
- Ability to add, subtract, multiply and divide, and perform complex arithmetic operations.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint, Google Suite), including Visions (Tyler Technologies ERPro), TCP (TimeClock Plus), Frontline, Edupoint/"Synergy", ADE, GME, Impact Aid System, and familiar with the State Facilities Board System "SFB."
- Ability to analyze situations to define and draw conclusions.
- Knowledge of applicable federal and state laws regarding school district finance, transportation, safety and health, and other areas under responsibility.
- Ability to develop and implement projects.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance, and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Equipment

- Use standard office equipment such as personal computers, printers, copy and fax machines, and telephone.

Travel

- Travels to school district buildings and professional meetings as required.

QUALIFICATIONS & REQUIREMENTS:

Certification/License:

- Arizona State Certification as required for position.
- Motor Vehicle Operator's License or ability to provide own transportation.
- IVPP Fingerprint Clearance Card

Education

- Bachelor's and/ or Master's Degree from an accredited college or university, preferably in Business Administration.

Experience

- Successful Supervisory experience preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

- The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: 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. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.

Come join our team in beautiful Northern Arizona, off historic Route 66 on the Hualapai Reservation in Peach Springs, AZ. Make a difference in the lives of students, the children of Peach Springs Community, "People of the Tall Pines."

Located between Seligman and Kingman, the area offers year-round 4 seasons and activities for everyone. Drive from Peach Springs to the bottom of the Colorado River, or to the top of the Hualapai Mountain range and enjoy scenic mountain views, hiking and outdoor activities.

Generous Benefit Package including 4 day work week, staff housing options available, transportation options available from Kingman, 20 vacation days/year, 12 sick days.

Salary starts at \$58,700

Don't miss out on this opportunity to become part of our team!

"The best is yet to come!"