



JOB DESCRIPTION

LANGFORD AREA SCHOOL DISTRICT

POSITION:

Business Manager

REPORTS TO:

Superintendent/School Board

TERMS OF EMPLOYMENT:

12-month contract

SUMMARY: The business manager will plan, organize, administer and direct the operations of the district's business office to ensure efficient and cost-effective operations while providing the best possible educational services with the financial resources available.

QUALIFICATION/BASIC JOB REQUIREMENTS:

1. Business degree preferred
2. Accounting, budgeting or payroll experience required
3. Effective organizational and communication skills

ESSENTIAL PRINCIPAL DUTIES AND RESPONSIBILITIES:

- A. Manage a sound and uniform accounting system as required by the Department of Legislative Audit and the State of South Dakota. Provide for the proper safeguards for the custody of public funds in accordance with all policies and statutes.
- B. Responsible for the preparation of the annual state financial report which must be filed with the South Dakota Department of Education.
- C. Responsible for issuance of all checks and/or warrants for the payment of verified bills approved for payment by the School Board for all funds.
- D. Maintain an accurate control of cash receipts with timely deposits, purchasing for the district within the budget, and provide reconciliation of accounts.
- E. Provide for the continuing process of internal audit control of school business administration processes.
- F. Prepare the annual district budget, including long range financial planning.
- G. Prepare and submit to the School Board a monthly financial report, oversee all school district reports, contracts and records.
- H. Responsible for all election procedures necessary for the district, following prescribed state law.
- I. Submit reimbursements in a timely manner for all Federal programs while tracking expenditures and revenues for all federal funded programs.
- J. Arrange for and assist with auditing of all school district accounts and programs.

- K. Keep all district financial records current and ready for inspection by the School Board at all times and for public inspection during normal office hours.
- L. Attend and record proceedings of all school board meetings and keep accurate record of the minutes of the business conducted at the meetings. Prepare the minutes and cause them to be published in the district's official newspaper within the legal time limit and keep on file a complete copy of all such minutes.
- M. Responsible for all district inventory files and capital asset records.
- N. Perform the duties of human resources agent in regard to payroll including benefits administration.
- O. Prepare the payroll for all school employees and keep an accurate record of individual payroll records.
- P. Responsible for the preparation and prompt filing of all reports (payroll deduction reports monthly, quarterly and annually as required by federal and state regulations), including report of the Affordable Care Act.
- Q. Responsible for the accuracy and control of all district personnel leave records (sick leave, personal leave, vacation leave, etc.).
- R. Manage school district's food service program. Submit application to the state, oversee free and reduced meal application process. Act as the authorized representative for the Child and Adult Nutrition Services. Prepare and submit monthly claims for reimbursement as well as reporting throughout the year.
- S. Develop and direct effective purchasing strategies. Approves purchase orders and act as a purchasing agent for the district.
- T. Work collaboratively with Superintendent in all business aspects.
- U. Cooperate with all departments for effective and efficient results.
- V. Perform other duties as the School Board and/or Superintendent may require which will assist in financial matters of the district.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A.) and is not an exhaustive list of the duties performed for this position.