

St Francis School District

Job Description

Job Title: Business Manager
Job Category: Professional/Administrator

Reports to: Superintendent
FLSA Status: Exempt

SUMMARY - The Business Manager is responsible for the business, financial and facility operations of the School District, including managing human resources responsibilities associated with those operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

1. Keep the financial records of the District in compliance with the rules and regulations of the Board of Education, State Department of Public Instruction and State Statutes and submit all financial reports required by the Department of Public Instruction.
2. Direct the formation of the annual District budget, including the development of budgets related to all Funds and Federal/State grants.
3. Prepare and submit regular and/or special budget reports and other fiscal information to the Superintendent and School Board.
4. Provide short and long range financial plans to the Superintendent and School Board.
5. Function as a member of the administrative leadership team and be actively involved in the formulation of policy.
6. Provide administrative representation for and to the Board of Education.
7. Manage and direct census and related reports as necessary.
8. Manage and direct the purchasing, inventory and stock control of all District supplies, materials and equipment.
9. Invest and disburse District funds effectively and in a timely, accurate manner.
10. Supervise the preparation of all payrolls and payment of all bills.
11. Attain and upkeep all District records pertaining to a fixed asset inventory.
12. Keep records of all insurance in force and make such reports and claims as are deemed necessary.
13. Manage and direct the school lunch program.
14. Assist in negotiating labor agreements, particularly when related to financial data.
15. Coordinate resolution of issues related to transportation and residency.
16. Manage and direct the application and implementation of Federal projects as they pertain to his/her area or responsibility.
17. Manage and disseminate the Employee Benefit Plan and all related state and federal guidelines and mandates.
18. Assist in the recruitment, selection and orientation of staff in departments under his/her supervision.
19. Assure all state and federal laws, Board Policies and labor agreements are followed relative to the handling of staff leaves of absence that fall under the terms of the Family and Medical Leave Act.
20. Provide input in the selection and evaluation of hardware and software related to budget planning, payroll, employee management and other aspects of daily operations dependent on technology.
21. Maintain all records and blue prints related to District's physical facilities.
22. Prepare and propose repairs, long-range maintenance and upgrades to District facilities.
23. Prepare and maintain plans for routine maintenance for all physical plants and District outdoor facilities.
24. Act as a liaison between outside contractors and head custodians when capital repairs and routine maintenance are contracted.
25. Assist in Human Resources functions and operations.
26. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
27. Instill in students the belief in and practice of ethical principles and democratic values.

SUPERVISORY RESPONSIBILITIES

1. Supervise and evaluate Maintenance, Food Service & Technology departments and assist in the evaluation of said programs as needed.
2. Supervise and evaluate all Business Office personnel.

EDUCATION and/or EXPERIENCE

1. Master's degree or equivalent;
2. minimum of three years of similar type experience;
3. administrative experience is highly desired.

CERTIFICATES, LICENSES, EDUCATION

St Francis School District Job Description

1. Wisconsin Administrative License issued by the Department of Public Instruction is required (08).
2. Master's degree in business/finance preferred.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

1. Ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of administrators, board members, employees, parents, and/or the general public.
4. Ability to write speeches and articles for publication that conform to prescribed style and format.

MATHEMATICAL SKILLS

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
3. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY

1. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.
2. Specific vision abilities required by this job include close vision and depth perception.
3. Position demands the ability to meet deadlines within severe time constraints.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually quiet to moderate.
2. Work in a fast-paced environment while handling multiple tasks.

DRUG-FREE WORKPLACE - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy [3122](#) throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.