

BRITTON-HECLA SCHOOL DISTRICT	BCC Page 1 of 2
Policies	

BUSINESS MANAGER JOB DESCRIPTION

Responsible to:

The School Board

Qualifications

1. Knowledge of South Dakota school finance and school accounting procedures.
2. Ability to operate an efficient school office with attention to detail.
3. Post Secondary Training.

Duties

1. Assist in compilation, control and planning of the district budget; including long-term planning.
2. Responsible for receipt estimations, long and short-term financing, maturities and debt payments, investments, bond and note registers, debt service payment, management of debt service and capital funds;
3. Maintain fiscal relationship with governmental agencies of the State, County and Cities;
4. Develop and oversee a procedure for requisitioning; purchasing and receipting of all materials and equipment used in the district;
5. Determine when bids or quotes are needed as a part of the purchasing process and prepare specifications for items to be bid or quoted;
6. Oversee inventory control;
7. Maintain good relationships with instructional staff and provide salary and retirement information;
8. Maintain records of employee salaries, retirement data, individual earnings, withholding, group insurance, leaves, Social Security and substitute information;
9. Oversee preparation of all vouchers, payroll, government tax forms, pension accounts and trust and agency records;

10. Establish and maintain an accounting system in accordance with rules and regulations of the State of South Dakota and the District that will provide the School Board and administrators with accurate financial information;
11. Accountable for all income and expenditure records for the General Fund, Capital Outlay Fund, Bond Redemption Fund, Special Education Fund, Food Service Fund, Trust and Agency accounts and all Federal Programs;
12. Maintain all financial records for the district;
13. Record School Board minutes and be responsible for their publication in accordance with state law;
14. Prepare financial portion of State Aid reports and applications;
15. Maintain property records and legal documents;
16. Recommend an auditing firm to audit the district accounts annually;
17. Prepare financial portion of all Federal Programs;
18. Keep policy handbook updated. Policies should be kept current (quarterly) and annually incorporated into handbook;
19. Supervise clerical personnel in Business Office;
20. Establish procedures, complete arrangements and supervise all school elections;
21. Provide public, staff, School Board and administration with facts for public relations;
22. Perform all duties as prescribed by South Dakota statute.

Legal References:

Adopted:

Revised/Reviewed: **11/13/17**