

**SCHOOL DISTRICT OF PHILLIPS  
JOB DESCRIPTION**

<b>Position Title</b>	<b>Date Revised</b>	<b>Board Policy</b>
Business Manager	8/16/2021	232

**Immediate Supervisor:** Superintendent

**BASIC FUNCTIONS AND RESPONSIBILITIES**

The Business Manager shall serve as the chief financial officer of the district under the direction of the District Administrator. The Business manager shall be responsible for the district's operational, financial functions, purchasing programs and other duties as may be assigned by the District Administrator.

**ESSENTIAL JOB FUNCTIONS**

- Ensure that the accounting procedures within the school system meet all federal, state, and local requirements.
- In collaboration with the district administrator, develop, implement, and oversee the annual school district budget. Presents the budget for review and adoption by the Board of Education.
- Researches all sources of revenue for the school district and assists administrators in preparing grant applications to secure new sources of revenue.
- Supervises and maintains financial record keeping for all state and federal grant programs; processes claims for reimbursement as necessary.
- Oversight of grants and legislative activity. (Policy committee addition)
- Develop all district financial reporting, including but not limited to monthly board financial reports and all annual financial reports required by the State of Wisconsin.
- Monitors revenue and expenditure levels.
- Responsible for coordinating and overseeing the annual audit process.
- Serves as a member of the Board of Education Business Services Committee, and the Facilities/Transportation committee.
- Oversee the collection of all revenues, monitor the cash flow of all district accounts, and invest excess funds in accordance with Board policy and state statutes to maximize district funds or utilize temporary borrowing procedures as required.
- Oversee payroll, accounts payable, purchasing, and inventory. Supervise accounting staff and all functions.
- Responsible for managing the employee benefit administration, vendor relationships, plan design, and employee benefits orientation.
- HR functions
- Supervises and monitors the procurement card program.
- Ensure that student activity accounts operate in accordance with board policy and proper accounting procedures.
- Oversees the food service department, including processing, required state, federal, and DPI related forms and establishes and maintains an audit process for food service claims.

- Maintain a risk management program of the district including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.
- Performs all other duties pertinent to the Business Office as directed by the Superintendent.

**SUPERVISION RECEIVED:** By Superintendent

**SUPERVISION EXERCISED:** AP/Payroll Clerk

**QUALIFICATIONS, TRAINING, AND EXPERIENCE**

- Candidates should be prepared to engage in deep professional thinking and learning in a student-centered community.
- Strong sense of personal and professional ethics.
- Excellent and practical communication skills.
- Proven Leader.
- Expert in fiscal management.
- Proficient in the use of Skyward or other financial software.
- Expected to collaborate with the administrative team, instructional staff, school board, and community members to answer questions and provide information regarding the state of finance in the school district.
- Hold a bachelor's degree in accounting, finance, or business administration.
- Have or be qualified to have a School Business Manager administrator license.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994

Revised 4/20/1998

Revised 8/16/2021