**[NAME OF DISTRICT]**

**BUSINESS MANAGER JOB DESCRIPTION**

*(NOTE: Brackets indicate optional language)*

**QUALIFICATIONS**

* High school diploma **[Bachelor’s degree in finance, business, or accounting]**
* **[North Dakota School Business Manager Certification]**
* **[Kind and amount of specialized training required]**
* **[Kind and amount of prior job experience required]**
* **[Alternatives to above qualifications that Board may find appropriate and acceptable]**

**REPORTS TO**

**[Name of District]** School Board

**SUPERVISES**

**[Staff members designated by Board]**

**JOB GOAL**

Administers business affairs of the **[Name]** District in order to provide the best educational services with financial resources available.

**PERFORMANCE RESPONSIBILITIES**

**Essential Functions**

* Advise on financial and budgetary matters before the Board
* Assures that the district receives optimal fiscal entitlement from county, state and federal resources
* Assist Board with all purchases requiring formal bidding
* Attend meetings as assigned by Board or requested by Superintendent and record the minutes of all meetings at which required to attend (including negotiations) and disseminate minutes to newspaper if applicable
* Comply with internal audit procedures, schedule external audit, and respond to audit recommendations
* Establish procedures and comply with financial record keeping and security of such records
* Maintain bond and note register
* Perform all other duties required by law
* Prepare, distribute, and file all reports and contracts requiring business manager signature and/or assigned to business manager by the Board
* **[Prepare, process, and disseminate payroll]**
* Provide financial information for budget preparation and file the budget and mill levy certification. Manage district budget throughout fiscal year.
* Oversee accounts payable and accounts receivable
* Receive, manage, and maintain custody of all moneys for which the District or the Board is responsible, including, but not limited to, overseeing investments, purchasing system, and managing all other district financial accounts
* Supervise district business computer operations (financial, personnel, inventory, etc.)
* Supervise, organize, and coordinate all school elections
* **[Supervise business office clerical, accounting, or other staff as assigned]**

**OTHER DUTIES**

**Assisting School Boards**

* **[Notify Board of meetings]**
* **[Provide notice of all meetings of the Board including committee meetings, budget hearings and community meetings.]**

**Risk Management**

* **[Call for bids or negotiate insuring agencies]**
* **[Determine insurable values of buildings and contents]**
* File loss claims and accident reports
* Maintain inventory of district equipment; update as needed
* **[Recommend insurance policies for casualty, liability, fidelity and school indemnity]**
* **[Respond to claims against the school]**

**Personnel Management**

* **[Administer all employee benefits policies/programs and make recommendations to Board regarding changes to these policies/programs]**
* **[Maintain permanent records of district employees and maintain personnel files following law and district record retention schedule]**
* **[Maintain records of all personnel leaves]**
* **[Provide information on working conditions, benefits, policy and procedures]**
* Provide resource data for negotiations
* **[Process Workforce Safety and Insurance (WSI) claims and payments]**
* **[Provide for in-service training on benefits]**
* **[Process unemployment claims and payments]**
* **[Supervise business office clerical, accounting or other staff as assigned]**

**Miscellaneous**

* Build a positive rapport with patrons
* **[Compute district enrollment projections]**
* Exhibit professionalism, including accountability, honesty, tactfulness, and courtesy
* Keep abreast of financial and business trends
* Maintain appropriate rapport with board, administration, staff, and students
* **[Maintains record on open enrollments, out-of-district students, and tuitioned students]**
* Respond to open records requests
* **[Oversee operation of district transportation services]**
* **[Oversee operation and maintenance of district facilities]**
* Comply with district policies applicable to position
* Perform other duties as assigned

**TERMS OF EMPLOYMENT**

**[Hourly rate]** **[salary][[1]](#footnote-1)** and benefits to be established by the Board.

**EVALUATION**

Board shall evaluate performance of the Business Manager with input from the Superintendent.

1. NDSBA recommends consulting with your legal counsel before placing a business manager on a salary. North Dakota business managers are typically non-exempt and entitled to overtime unless meeting exemption criteria under law. [↑](#footnote-ref-1)