

# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## BUSINESS MANAGER

### DEFINITION:

(To Be Determined)

Under the supervision of the Assistant Superintendent and in cooperation with other District Administrators, the Business Manager is responsible for keeping accurate records of the program's financial resources, acting on District matters relating to the management and utilization of fiscal, material, and psychological resources in a cost-effective, efficient, and equitable manner.

### ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Supervises the accounting system necessary to provide school officials and administrators with accurate financial facts as the basis for formulating policies and decisions; provides the proper safeguards for custody of public funds.
- Performs pre-audit of internal procedures; determines that prepared statements present fairly the financial position, propriety, legality, and accuracy of financial transactions; proper recording of all financial transactions; post-audit procedures; external audits; reconciliation of internal and external audits; conducts internal reviews of student activities and petty cash funds in the District schools; monitors food service accounts.
- Develops procedures and policy on cash management and investments; develops cash projection report of revenues and expenditures.
- Implements the School District's financial accounting system in accordance with (LCFF?) translates the school budget into a business office accounting system; prepares the annual financial report of the District and other financial reports as required for submission to the State prepares monthly financial reports to the Board of Trustees; interprets the annual audit report; supervises accounting procedures on payroll operation, accounts payable and other accounts as assigned.
- Follows and maintains knowledge of all District policy(ies) and procedures.
- Keeps accurate District records on all financial transactions.
- Makes necessary and required monthly reports to the Assistant Superintendent for distribution to the Board.
- Makes bank deposits, as necessary, and reconciles bank statements on a monthly basis.
- Prepares vouchers and posts to District books.
- Manages and prepares the annual budget within District guidelines and ensures compliance with program requirements.
- Corresponds effectively with vendors and reconciles all vendor statements.
- Tracks grants and monitors revenues and spending.
- Completes required reports to local, state and federal government agencies.
- Monitors and prepares payroll for all District employees.
- Oversees correspondence and answers inquiries regarding PERS, STRS medical insurance, payroll and budget, requiring knowledge of appropriate procedure and policy.
- Act as District liaison for medical insurance, payroll, Workers' Compensation, unemployment insurance and budget questions.
- Attends school board meetings.
- Oversees audit preparations and ensures compliance.
- Appropriately maintains and secures confidential records and inquiries.

- Professionally represents the school and the District in interactions with parents, community, staff and students.
- Complies with applicable District, state, local and federal laws, rules and regulations.
- Drive occasionally for department business (optional).

#### QUALIFICATIONS and REQUIREMENTS:

Requirements for the position include:

- Bachelor's Degree in Accounting, Business Administration, or related field. ← Need to verify
- Master's in Business Administration or CPA certification preferred.
- Previous experience as Director of Business Affairs or related position in public school accounting.
- Knowledge of current laws and regulations relating to public school accounting.
- Computer literacy.

#### KNOWLEDGE OF AND ABILITY TO:

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#### 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

#### TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.