

## **BALDWIN-WHITEHALL SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**TITLE:** Business Manager

**DEPARTMENT:** Administration

#### **QUALIFICATIONS:**

1. Bachelor's degree in Business Administration/Accounting; MBA and/or CPA preferred.
2. At least five (5) years of previous experience in school business management.
3. Registered status as Pennsylvania School Business Administrator (PRSBA) preferred
4. Registered status as Registered School Business Administrator (RSBA) as granted by the Association of School Business Officials International;
5. Experience in supervising electronic budget and accounting systems.
6. Strong communication skills; ability to communicate with other employees in a positive manner.
7. Ability to organize, write, and set priorities.
8. Training, experience and proficiency in using computers and Microsoft Software including but not limited to Word and Excel.
9. Training, experience and proficiency in using networked computer systems.
10. Training, experience and proficiency with various software systems including but not limited to Windows, Skyward, GSMS, etc.
11. Experience in completing government reports including federal, state and local reports.
12. Such other alternatives to the above qualifications as may be determined by the Board of School Directors.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Payroll Manager, Accountants, Business Office Secretary  
Facilities Director, Food Service Director, Transportation Director

#### **PERFORMANCE RESPONSIBILITIES:**

1. Establishes, directs, and supervises a system of control for budget execution and all financial accounting in the school district.
2. Establishes accounting systems, procedures and codes necessary to provide administrators with accurate financial data for the basis of formulating policies and decisions.
3. Prepares the annual general fund budget for the school district based on information submitted by the staff and administration; presents the budget

- for review and adoption by the Board of School Directors.
4. Prepares all other proprietary fund budgets (Food Service Fund, Athletic Fund, Capital Fund, etc) for the school district based on information submitted by the staff and administration; presents such budgets for review and adoption by the Board of School Directors.
  5. Researches all sources of revenue for the school district and assists administrators in preparing grant applications to secure new sources of revenue.
  6. Prepares cost analysis reports concerning the operation of the school district.
  7. Supervises and maintains financial record keeping for all state and federal grant programs; prepares and submits all necessary reports including quarterly and final reports as may be required; processes claims for reimbursement as necessary.
  8. Assists in conducting annual audit of district records by answering questions, providing necessary data and information, preparing and reconciling work papers, and maintaining accurate and complete records.
  9. Invests the funds of the school district in accordance with state law and district policy to insure effective cash flow.
  10. Oversees and monitors the tax collection systems for the school district including both elected and appointed tax collectors; prepares and submits to the Board monthly reports of the receipt, deposit, and collection of all local taxes.
  11. Supervises the processing of all reports related to the budget including but not limited to:
    - Annual budget and monthly budget reports
    - Tax reports
    - Accounts Payable reports
  12. Works with financial advisors in developing effective and suitable financing for capital expenditures; prepares documents necessary for long-term financing; maintains debt schedules.
  13. Maintains construction funds and develops schedules for payments for construction projects in progress.
  14. Supervises the student activity accounting in all buildings to insure adherence to state laws and district policy.
  15. Prepares monthly reports for General Fund, Food Service Fund, Athletic Fund, Construction Fund and all other funds as necessary for Board approval.
  16. Supervises financial record keeping in accordance with state and federal laws and district policy.
  17. Reconciles district bank accounts.
  18. Reconciles district financial reports.
  19. Supervises and monitors preparation and distribution of all purchase orders; oversees all purchasing and bidding in the school district. Organizes and supervises annual bidding of materials, equipment, and services.

20. Supervises and monitors the procurement card program.
21. Prepares budget transfers for submission to Board as may be required.
22. Supervises and monitors district inventory for supplies and fixed assets in compliance with GASB 43.
23. Establishes and monitors the school district insurance program including property and casualty, liability, and other such insurance programs.
24. Communicates with the school solicitor on legal matters related to non-instructional issues.
25. Oversees, directs, supervises and evaluates the Business Office staff.
26. Assists in the development and execution of in-service training program for the Business Office staff.
27. Performs all other duties pertinent to the Business Office as directed by the Superintendent of Schools.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and 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

**TERMS OF EMPLOYMENT:**

Work year, workdays, and benefits are established in accordance with the provisions of the Administrative Salary and Benefit Program. The salary and annual increases shall be established by the Board of School Directors

**EVALUATION:**

Performance of the job will be evaluated at least annually.

**ACKNOWLEDGEMENT:**

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

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Signature

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Date