**Fairfield Area School District**

**4840 Fairfield Road**

**Fairfield, PA 17320**

## POSITION DESCRIPTION

**JOB TITLE:** Business Manager **DATE:** March 2022

**REPORTS TO:** Superintendent **APPROVED BY:** Board of Directors

**EXEMPT/NON-EXEMPT:** Exempt **ASSIGNMENT:** Per Contract

**Job Summary:** Serve as an organizational leader that promotes the success of all students through the development of a fiscally solvent district budget supportive of district goals and initiatives. Provide leadership, support, guidance and services for the organization and operation of the financial and business affairs of the District. Promote positive public relations with the Superintendent, Board, parents, and the community.

**Education:** Master’s Degree in Business Administration, Management, Accounting or Educational Administration (preferred) OR a Bachelor’s/Associate’s Degree in Business Administration, Management, Accounting or Educational Administration with at least 5 years’ experience in education or related field.

**Certification:** PA Registered School Business Administrator Certification (preferred).

**Experience:** Knowledge of federal and state requirements, local board policies, and employee contracts, which are related to the district’s financial affairs and operations.

**Skills:** Effective oral and written communication skills, and effective use of technology required. Ability to review the quality of employee performance and initiate the necessary processes to improve that performance.

**SUPERVISION OF PERSONNEL:** Business Office Support Personnel

Coordinator of Transportation

Supervisor of Food Services

Supervisor of Buildings & Grounds

## ESSENTIAL FUNCTIONS:

## All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

* Prompt responsiveness to inquiries
* Professional and courteous verbal and nonverbal communication
* Proactive problem solving

• Organizes, manages, and conducts the business operations of the school district within the framework of Board Policy.

• Prepares such reports and keeps such accounts as required by law, for the Board of School Directors, the Superintendent, and others as designated by the Superintendent.

• Provides the Superintendent and the administration with all the necessary financial information to successfully perform business functions of the school and prepare and analyze the annual budget.

• Supervises the processing of accounts payable and receipts of the school district.

• Supervises and evaluates the personnel and directs the daily operations of the business office.

• Supervises the processing of purchase orders.

• Supervises and tabulates the summarization of bids and quotes

• Supervises the preparation of payroll.

• Supervises the collection of taxes and functions as liaison between the tax collectors and the school district.

• Prepares specifications for supplies, equipment, and repairs to facilities, advertises and secures bids or quotes for the same, within the framework of Board Policy.

• Acts as purchasing agent for the acquisition of supplies and equipment.

* Acts as District Right to Know (RTK) officer.

• Processes applications from outside groups for the use of school property, supervises such use, collects rentals in accordance with Board Policy and provides necessary security for the buildings.

• Maintains a complete file and record of all official documents of the district including those placed in lock boxes for safekeeping.

* Prepares the annual budget in consultation with the Superintendent; submits budget to the Commonwealth of Pennsylvania upon adoption by the Board of School Directors.

• Monitors cash flow and investments; performs procedures associated with the investment of funds as permitted by the school code.

• Maintains an inventory of all school property, equipment, and supplies.

• Recommends policies and procedures for general accounting, record keeping, purchasing, disbursement and custody of district funds.

• Completes appropriate state and federal reports pertaining to the district.

• Coordinates insurance coverage for the district to ensure all assets are adequately protected and proper plans are in place as required by any contracts and/or Board Policy.

• Implements proper control and internal auditing procedures as appropriate.

• Attends Board of School Director meetings, community meetings, off-site meetings and workshops as required.

• Perform any additional duties to fulfill the mission of the District as assigned by the Superintendent or his/her designee.

# PHYSICAL/MENTAL/ENVIRONMENT

**Physical Demands:**

**Activities**: Sit: 70%

Walk/stand: 20%

Driving: 10%

Climbing, bending, squatting, and twisting - occasionally

Repetitive movements of both hands

Grasping, reaching, handling, gripping

Pushing and pulling up to 50 lbs.

Stooping, crouching, kneeling

**Lifting:** Up to 75 lbs.

**Vision:** Close concentration

**Mental Demands:** Interpret, analyze, organize, prioritize, evaluate, and problem solve

**Environment:** Normal office and classroom environment. Some local, regional, or statewide travel

**EVALUATION:** Performance of the Business Manager will be evaluated annually by the Superintendent.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Approved by: Date:

Reviewed and agreed to by: Date: