**Sugar Salem School District**

**Job Description**

**Job Title: Business Manager/Board Clerk**

**Reports To:**

1. School Board Chair
2. Superintendent of Schools

**Supervises:**

1. Payroll Secretary
2. Accounts Payable/Receivable Secretary

**Qualifications:**

1. High School Diploma; related business experience and/or BS degree in business
2. Must be bondable
3. Working knowledge of payroll disbursement, accounts payable and accounts receivable procedures.
4. Working knowledge of computer applications related to field, data input, reporting forms.

**Performance Responsibilities:**

1. Establish adequate accounting procedures for accounts payable, accounts receivable, payroll, employee benefits, and other accounting functions as necessary.
2. Maintain a complete and systematic set of records for the financial condition of the district.
3. Trace errors and requests record adjustments to correct charges or credits posted.
4. Act as custodian for district monies. Computes and records cash receipt summaries to appropriate accounts.
   1. Deposit all monies received in banks designated by the Board.
   2. Prepare monthly accounts payable.
   3. Pay out district monies as authorized by the board of trustees.
   4. Render an annual report at the end of each fiscal year.
5. Oversee bulk purchasing stock levels and perpetual inventory system for the best interest of the district.
6. Provide necessary information to district auditing firm for preparation of audit report.
7. Lead and conduct district insurance committee.
8. Prepare and distribute financial reports as required by state and federal agencies.
9. Establish and maintain data processing procedures to improve management information and long range planning.
10. Reconcile canceled payroll and accounts payable checks with bank statements and verify fund accounts with computer reports.
11. Act as Secretary/Clerk/Treasurer to the Board of Trustees.
    1. Give public notice and attend all trustee meetings.
    2. Keep full and accurate minutes of all meetings.
    3. Assist in agenda preparation for board topics.
    4. Publish legal notices concerning district business.
    5. Make necessary preparations for school district elections.
12. Prepare accurate financial reports for Board of Trustees, Superintendent, Principals, Supervisors, and other appropriate entities as needed.
13. Assist in preparation, publication and distribution of budgets as approved by the superintendent and the board of trustees.
    1. Assists in developing budget guidelines and assists administrators in review and use of budget.
    2. Prepares analysis of budget requests.
14. Assist Principals and Supervisors in preparation of individual budgets.
15. Provide negotiation teams with available financial information to facilitate negotiation procedures.
16. Maintain high standards of ethical conduct and confidentiality.
17. Maintain regular and predictable attendance.
18. Perform other duties as assigned by the Superintendent.

**Terms of Employment:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position is for Two Hundred Forty Seven (247) days per year. Salary and work year to be established by the Board of Trustees.

**Evaluation:**

Performance of this position will be evaluated annually by the Superintendent of Schools in accordance with Board Policy.

**Physical Demands/Work Environment:**

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 position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing 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 position, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.