

Madera Unified School District Classified Job Description

Business Manager

Purpose Statement

Organize, direct and supervise the fiscal activities and operations of the District, Business Office; perform financial, budgetary, and accounting functions; plan, organize, and participate in responsible and technical fiscal record management, audit and reporting functions, and activities; perform specialized accounting, internal auditing and external auditing and monitoring of accounting and financial reporting systems; train, supervise, and evaluate the performance of assigned personnel; perform related work as required.

This job reports to the Chief Financial Officer.

Essential Functions

- Organize, direct and supervise the fiscal activities and operations of an assigned department; participate in the development and implementation of departmental policies and procedures.
- Perform financial, budgetary, and accounting functions; plan, organize, and participate in responsible and technical fiscal record management, audit and reporting functions, and activities.
- Plan, schedule, audit, coordinate, and participate in the preparation and development of accounting records, reports, and summaries.
- Plan, organize, coordinate, and participate in the input of accounting, fiscal, and statistical data; interpret the California School Accounting Manual.
- Negotiate and monitor compliance of contracts, resource allocation plans, and payment provisions..
- Analyze data to determine trends in projected expenditures and revenues to assist in the budget development process; sign official documents as authorized.
- Interpret governmental codes and regulations, including Education Code, Government Code, Public Contract Code, and Revenue and Taxation Code.
- Advise governing boards, superintendents, executive directors, and administrators regarding the development of public policies, procedures, and administrative regulations.

- Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; consult with County Office and school district personnel regarding the financial status of special funds and accounts.
- Plan, organize, and conduct orientation and in-service programs regarding budget development, expenditure control, disbursement procedures, and other related fiscal matters.
- Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel; assist in the preparation of a variety of state and federal mandated reports.
- Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Acts as liaison with Human Resources and Payroll departments to provide increased understanding of budget, position control and payroll issues.
- Attend a variety of meetings as assigned.

Job Requirements:

Knowledge and Abilities

KNOWLEDGE OF: Principles, methods, practices, and procedures concerning school district accounting and financial record management and reporting systems. Legal mandates, policies, regulations, and guidelines pertaining to accounting, budget development, expenditure control, and fiscal record management and reporting processes. Cost and general accounting, fiscal planning, and audit procedures. Computer accounting systems, systems and analysis techniques, computer accounting, and financial forecasting. Accounting, budget planning, and fiscal record management, storage, and retrieval systems. Operation of a computer and assigned software. Oral and written communication skills. Principles and practices of supervision and training. Applicable laws, codes, regulations, policies, and procedures. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO: Perform highly responsible and technical accounting, audit, and fiscal record management and reporting functions. Interpret, apply, and explain rules, regulations, policies, and procedures. Review, monitor, audit, and verify financial statements, summaries, and related reports. Comply with employer requirements and policies governing the confidentiality of data accessed. Train,

supervise, and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Prepare records and reports related to assigned activities. Present a positive image of Madera Unified School District.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Education: Bachelor's Degree in Business Administration, Accounting or a closely related field.

Experience: Three years of experience in a school district's Business/ Finance office.

Required Testing

Continuing Educ./Training

None Specified

FLSA Status

Non Exempt

Approval Date

Certificates

Valid California Driver's License

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Salary Range