

JOB DESCRIPTION

Title: Business Manager

**Primary Function:
(Job Goal)**

Supervises the management of the financial affairs of the school district in such a way as to provide the best possible education services with the financial resources available.

**Reports To:
(Accountability)**

Superintendent and Board of Education

Supervisory Responsibilities:

- Director of Buildings and Grounds
- Director of Transportation
- Food Services
- Administrative Assistant
- Accountant
- Assistant Bookkeeper

Qualifications:

1. Master's Degree in Business and/or Education and related financial experience.
2. At least five (5) years of business and/or education and related financial experience.
3. ISBE Type 75 Administrative Certificate with Chief School Business Official Endorsement preferred and/or such other qualifications of academic, professional, and personal excellence as the Board of Education may specify.

**Performance Responsibilities:
(Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Advise the Superintendent on all questions relating to the business and financial affairs of the district.

- Supervise the management of the financial affairs of the entire school district.
- Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
- Establish and maintain system of recording and reporting of all revenues and expenditures in accordance with the Illinois Program accounting manual and school code.
- Supervise all accounting operations.
- Responsible for annual budget development and monitoring, as well as long range financial planning and cash flow.
- Manage the district's real estate and insurance programs.
- Develop a facility expansion program and supervise plan construction.
- Arrange for the internal and external auditing of school accounts.
- Interpret the financial concerns of the district to the community.
- Assist in recruiting, hiring, training, supervising, and evaluating all business office support staff personnel.
- Serve on the Board negotiation team.
- Supervise the retention and destruction of business office records according to local records act.
- Supervise the district's supporting services through the Directors of Transportation, Buildings and Grounds, Food Services and Business Services.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Perform other tasks as assigned by the Superintendent.

Terms of Employment: 260 days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Employee Signature

Date

Supervisor Signature

Date

Copy to Employee and Supervisor