

Grass Valley School District Job Description

POSITION:	BUSINESS MANAGER
PLACEMENT:	CONFIDENTIAL / SUPERVISORY SALARY SCHEDULE (12-MONTH POSITION) – RANGE I
REPORTS TO:	SUPERINTENDENT

OVERALL RESPONSIBILITY

Under the direction of the Superintendent and as a member of Executive Cabinet, the Business Manager manages and supervises all fiscal operations; organizes, directs, and administers the fiscal programs and activities of the District; coordinates financial recordkeeping requirements among all the divisions and departments of the district; recommends employment of Business Office personnel; evaluates Business Office personnel; and performs related duties as required. Plans, develops and implements all aspects of budget preparation and long term fiscal planning.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Supervise the operation of the Business Office.
2. Coordinates the development, improvement, and day-to-day management of the district's budget.
3. Arranges for annual independent audit. Coordinate and manages all matters related to the external auditing of all fiscal operations.
4. Directs the development of all accounting and reporting procedures, systems and upgrades to record budget appropriations, expenditures and revenues in accordance with acceptable accounting and reporting procedures.
5. Provides fiscal and budget technical assistance to site principals and staff.
6. Approves all payrolls and accounts payable payments.
7. Approves all reports assigned to the Business Office.
8. Manages the financial/business related systems and/or reports for internal and external audits.
9. Coordinates, organizes, and maintains an adequate and current set of financial files/records.
10. Compiles statistical data as request by the Superintendent.
11. Signs documents and reports in the absence of the Superintendent as designated by the Superintendent or School Board.
12. Attends meetings of the Board of Trustees and prepares appropriate reports as requested by Superintendent.
13. Performs such other duties and responsibilities as may be assigned by the Superintendent.
14. Maintains a cooperative relationship with district employees, the County Office of Education and others, whose position brings them in contact with the business office.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

All school fiscal matters including but not limited to: accounting methods, practices and procedures as applied to school districts, office practices and procedures, communication skills, proper English grammar.

ABILITY TO:

Organize, coordinate and direct all functions necessary for this position; understand, learn, interpret and communicate the District's policies, rules, and regulations relating to business services; instruct others in school accounting procedures and methods; establish and maintain effective and cooperative relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE:

Any combination equivalent to: advanced degree in business administration, education administration or related field and five years increasingly responsible management experience in a school system or the equivalent is preferred. At least two (2) years of responsible business-related experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts. Business experience in a Public (K-12) School District is desired. Business Manager position will be supported and mentored based on employee needs.

CHIEF BUSINESS OFFICIAL (CONTINUED)

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1.

In an eight-hour day employee may:

- a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
- b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
- c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

Employee may use hands for repetitive:

Single Grasping Pushing and Pulling Fine Manipulation

Employee may use feet for repetitive movement as in operating foot controls:

Yes No

Employee may need to:

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

WORK ENVIRONMENT:

- 1. Office environment; subject to constant interruptions

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

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.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature Date