

Business Manager - Job Description
School Union #93

4111

Reports to: Superintendent of Schools

Supervision: The Business Manager will work directly under the supervision of the Superintendent of Schools.

Performance responsibilities will include, but not be limited to:

Financial:

1. Supervising the financial affairs of Union #93 including handling of all the funds, accounting and reporting procedures;
2. Coordinating the Union #93 Insurance Programs;
3. Preparing financial reports as required by State and Federal agencies having jurisdiction over public school funds, including submission of information necessary for the administration of local, state, and federal grants.
4. Supervising the collection, safekeeping and distribution of all funds. Provides monthly accounting of all income.
5. Preparing and analyzing all financial statements.
6. Preparing reports to inform the proper staff officials concerning the status of budgetary accounts and to guard against over expenditures;
7. Assuming such other responsibilities assigned by the superintendent in the business and finance areas;
8. Assisting in budget development and long-range financial planning;
9. Preparing the financial information necessary for all town reports;
10. Supervising data processing procedures;
11. Acting as Payroll Officer and 403(b) Plan Administrator;
12. Supervising a budget control program;
13. Supervising the development of monthly and annual financial reports as required;
14. Assisting with superintendent and other personnel on questions relating to the business affairs of Union #93;

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Financial (continued):

15. Managing our separate accounts payable for all towns of Union #93.
To include:
 - a. Overseeing requisition and purchase order processing in the Union #93 schools as well as the Central Office, encumbrances to final payment; preparation of account payable vouchers for school committees.
 - b. Printing of checks;
 - c. Submission of checks and vouchers to appropriate town officials.
 - d. Accounts Payable: Distribution of checks with invoice copies and information, dealing with incoming inquiries from companies, assuring accuracy in payment and distribution in a timely fashion.
16. Preparing the financial records for audit and providing information to outside auditors.
17. Responsible for accounts receivable including billing procedures and collection for such items as tuition students and shared services with other districts.

Administrative:

1. Human Resource Administrator, the point of contact for all new and current Union #93 employees.
2. Maintaining an effective liaison between the administrative support staff in Union #93 and the secondary schools.
3. Providing technology support to the Central Office Staff as needed.
4. Providing training and technical support to all users of Tyler Technologies Profund in the Union #93 Central Office and Schools.
5. Assisting other central office staff as necessary;
6. Completing any other reasonable duty requested by the superintendent.

Evaluation: Performance of the job will be evaluated by the Superintendent annually and will be followed by a recommendation for salary/contract to the Union #93 Joint School Committee at its annual December meeting.

Adopted: Joint Union #93 School Committee - 4/25/1996

Amended: Joint Union #93 School Committee - 4/27/98 temporarily approved,
to be revisited 11/1998

Amended: Joint Union #93 School Committee -12/14/1999

Amended: Joint Union #93 School Committee - 4/28/2009

Amended: Joint Union #93 School Committee - 8/8/2011