

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

POSITION: BUSINESS MANAGER

SUPERVISOR: Superintendent

**GENERAL JOB DESCRIPTION:** Coordinates all budgeting and financial activities for Dexter Schools. Provides direct support to technical and clerical personnel in the preparation, analysis and evaluation of fiscal activities, to include purchasing, receipting, accounting, payroll, disbursements, operating budgets and investments. Responsible for the business office, information systems, and all fiscal operations of Dexter Schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Person in this position must be capable of performing these functions. Other duties may be assigned.

1. Financial Resource Management:

- a) Must be able to demonstrate, understand, and comprehend the principles associated with school finance, budgeting, financial planning, accounting, auditing, financial reporting, cash management, investments, debt management and technology for school business operations.
- i) Principals of School Finance: Understand and demonstrate the ability to apply all New Mexico State Statutes and Regulations as they apply to public schools including but not limited to.
  - (1) Procurement Code, 1.4.1 NMAC (11/15/01), as may be amended or reenacted.
  - (2) New Mexico Department of Education Procedures (PASB) in its most current form.
  - (3) Department of Finance and Administration. Rules as set forth in Title 2 of the NMAC, as may be amended, replaced, or otherwise changed.
  - (4) New Mexico State Auditor Rules as set forth in Title 2 of the NMAC, as may be amended, replaced, or otherwise changed
- ii) Budgeting and Financial Planning: Understand and demonstrate the ability to
  - 1) Apply the legal requirements for budget adoption.
  - 2) Prepare a local budget calendar to meet the time constraints of budget preparation.
  - 3) Recognize and analyze significant social, demographic and economic changes which may impact the financial plan of the district.
  - 4) Recognize and forecast the major sources of revenue available to public schools from local, state, and federal levels of government.
  - 5) Analyze the impact of shifts in local, state and federal funding and its effect on local spending plans.
  - 6) Recognize and explain internal and external influences on the budget.
  - 7) Recognize multiple approaches to determine reliable enrollment and personnel projections.
  - 8) Interpret the State-funding model.
  - 9) Prepare revenue projections and estimates of expenditures for school sites and district –wide budgets.

- 10) Identify various methods of budget analysis and management.
- 11) Dexter Schools budgetary management.
- 12) Apply analytical procedures for budgetary analysis.
- ii) Accounting, Auditing, and Financial Reporting: Understand and demonstrate the ability to:
  - 1) Prepare and analyze monthly reconciliations of all bank accounts.
  - 2) Prepare and analyze monthly PED Cash Reconciliations & Cash Report.
  - 3) Monitor budget to avoid negative balances and request appropriate BARs as needed.
  - 4) Understand the use and role of internal and external audits.
  - 5) Prepare and analyze interim and annual financial statements.
  - 6) Report the financial status and operating results to the School Board.
  - 7) Determine revenues and expenditures by fund.
  - 8) Lead the development and maintenance of all fixed assets inventory in accordance with applicable Governmental Accounting Standards Board pronouncements.
  - 9) Use the annual audit report to improve financial tracking and reporting.
  - 10) Apply the appropriate basis of accounting in accordance with applicable Governmental Accounting Standards Board pronouncements in measuring financial position and operation results.
  - 11) Responsible for leading and managing of all fiscal business office personnel and ensure that each individual understands their required tasks.
- iii) Cash Management, Investments, and Debt Management: The School Business Manager understands and demonstrates the ability to
  - 1) Apply lease purchasing and joint powers agreements.
  - 2) Select banking and other financial services.
  - 3) Recognize the statutory limitations on investment options available to the school district.
  - 4) Apply procedures for implementing and monitoring internal transfers and loans.
  - 5) Apply the process of issuing long-term general obligation bonds including the bond rating process and the role of the bonding attorney and rating services.
- 1. Participates on designated committees and maintains a working relationship with other administrators and state agencies. Administer district fixed assets and conducts a yearly physical inventory.
- 2. Import and reconcile new property purchased assuring proper tracking capabilities.
- 3. Assure that proper inventory procedures are followed, including affixing district property tags, recording new inventory and tracking transfers and withdrawals of property.
- 4. Responsible for Federal Programs Financial reporting requirements.
- 5. Employee must be able to handle high-levels of stress satisfactorily and be congenial with other employees, parents, students, and outside agencies.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for the overall direction, coordination, and evaluation of Business Office staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training

employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION and/or EXPERIENCE:**

1. High School Diploma or equivalent.
2. One to two years related experience and/or training; or equivalent combination of education and experience.
3. Knowledge of State purchasing, school transportation, instructional materials laws, federal and state grants management. Personnel laws are required including but not limited to, FMLA, FLSA, etc.
4. Must maintain School Business Official License through the Public Education Department.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, managers, staff and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, percentages, and decimals. Ability to compute hourly rates and percentages.

**REASONING SKILLS:**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

**COMPUTER SKILLS:**

Ability to operate a personal computer in a networked environment; competency in using the Windows operating system; proficiency using applicable portions of Microsoft Office suite of products (Word, Excel, Access, PowerPoint) and ability to be proficient in other programs as required.

**CONTINUING EDUCATION REQUIREMENT:**

To continue to perform this job successfully, an individual must obtain at least 16-hours of continuing education specific to job functions and school finance.

**PHYSICAL DEMANDS:**

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 job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and listen. The employee frequently is required to walk. The employee must regularly lift, move and/or push, pull 25 pounds and frequently lift, move and/or push, pull up to 50 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

**WORK ENVIRONMENT:**

The work environment characteristic described here are representative of those employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

**TERMS OF EMPLOYMENT:**

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_