

Eunice Public Schools

Job Description

Position: Business Manager

Supervisor: Superintendent

General Job Description: Supervise Business Office staff to help the district to increase effectiveness of financial matters and reduce costs to the ultimate benefit of the education program. Oversee the finances and financial matters of the district.

Qualifications:

1. CPA is preferred.
2. Graduation from a certified or accredited educational institution with some course work in computer systems.
3. Supervisory experience in either the business or education application of computer technology and data processing is preferred.
4. Some experience with school budgets and personnel reports is preferred.
5. Proficiency in District's computer software system.

Essential Duties and Responsibilities:

1. Develop and update appropriate financial regulations and ensure school complies with statutory requirements from NM PED.
2. Promote best practice and ensure compliance with the financial processes and procedures set out in the policies of the Eunice Public School Board.
3. Devise appropriate accounting procedures to control and monitor the budget.
4. Create and submit the District Budget into the OBMS System
5. Oversee and ensure all significant control processes are completed each month (e.g., Bank Reconciliation).
6. File Monthly Cash Report and Cash Reconciliation
7. File Quarterly & Year End Reports
8. Monitor cash flow.
9. Generate Budget Adjustment Request (BARs)
10. Prepare financial appraisals of projects as necessary.
11. Be responsible for procurement and contract management, monitoring service agreements and contract for effectiveness of delivery, and ensuring value for the money.
12. Demonstrate an understanding of the dynamics of the educational organization.
13. Effectively manage the resources for which he/she is responsible including personnel, finances, payroll, facilities, programs and time.

14. Coordinate the preparation of the budget and direct public hearings in regard to the budget.
15. Supervise the management of the budget after approval by the Eunice Board of Education and the New Mexico Public Education Department.
16. Supervise all functions for the finance support service.
17. Be responsible for audits and implement audit recommendations.
18. Maintain fixed asset records and depreciation schedules.
19. Develop and update appropriate policies and procedures for the procurement, capitalization and disposal of all assets.

Additional Duties and Responsibilities:

1. Maintain a Business Managers License
2. Supervise and complete all required reports to the NMPED school budget planning unit.
3. Calculate employee contracts and addendum to contracts.
4. Maintain payroll and contracts.
5. Assist in making district financial investments.
6. Provide staff with appropriate data updates and training.
7. Approve *Requisitions* and *Purchase Orders*
8. Approve *Trip Plans* and *Per Diem*
9. Maintain District Personnel in the District's Demographic Software Environment
10. Process employee applications for licensure and licensure renewals.
11. Monitor daily the Cash and Budget Reports
12. Approve Request for Reimbursements
13. Complete Credit Applications
14. Verify Employment
15. Monitor Teacher Housing Contracts and Report Housing Problems
16. Monitor Cafeteria Account Monthly & Oversee the Cafeteria Contracts
17. Attend monthly school board meetings.
18. Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behavior and performance are demonstrated.
19. Attend workshops, conferences, and trainings, to obtain required eighteen hours of training to maintain business manager license.
20. Create and Maintain Transportation Records

Professional Attributes:

1. Participate in the life of the school. Attendance at school events as required.
2. A commitment to Eunice public schools for self and others. Models high standards of professional conduct.
3. Act with integrity and fairness at all times.

4. Apply the principle of confidentiality both within and outside of the school.
5. Think conceptually to support and develop change processes.
6. Ensure financial accountability probity and accountability frameworks are adhered to.
7. Communicate effectively using an appropriate range of methods.
8. Excellent numerical skills.
9. Apply principles and practice of evaluation and analysis.
10. Outstanding organizational skills.
11. Commitment to maintaining confidentiality at all times.

Additional Requirements:

The school business manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the business manager will carry out. The business manager may be required to do other duties appropriate to the level of the role, as directed by the Superintendent of schools.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer terminal, physical ability to type on a keyboard terminal, and adding machine.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Terms of Employment:

Salary and work year to be established by the Board.