

AJO UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

BUSINESS MANAGER

DEFINITION: As a key member of the Superintendent's District Leadership Team, the Business Manager is responsible for the management of the district's finances and operations to strategically meet the mission, vision and goals of the district. Manage the financial position of the District to achieve financial stability and long-term fiscal sustainability. Ensure that all available resources are obtained and used effectively, efficiently and in accordance with applicable policies, rules and regulations within the finance and operations departments.

REPORTS TO: Superintendent

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS:

- Administer the management of the financial affairs of the schools and district departments, including all accounting operations and personnel.
- Administer a controlled budget system for the district.
- Administer the management of the operational departments within the district including transportation, maintenance, and food services.
- Develop financial policies and procedures in accordance with ARS and the USFR and ensure compliance by district staff through training and monitoring programs.
- Collaborate with district departments and programs to determine long-term financial needs and district policy.
- Collaborate with district departments and representatives of county, state and federal agencies to monitor and audit state and federal grant funds, district funds, student activity/auxiliary funds and student attendance.
- Compile and analyze monthly and annual special financial reports on all district budgets.
- Evaluate district and state expenditures and revenue formulas and analyze the impact on the overall district budget.
- Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account. Develop budget guidelines, coordinate preparation of the budget, and assist key administrators in review of the budget.
- Continuously audit funds for all programs.
- Keep current in finance trends, developments, research, recordkeeping, and legislation/regulations.
- Supervise the collection, safekeeping, reporting and distribution of all funds.
- Oversee reconciliation of all bank accounts maintained by the Board.
- Review and recommend new accounting methods as determined to be effective for use.
- Oversee recruiting, hiring, training, supervising, and evaluation of department staff.
- Ensure departmental operation procedures are customer service centered.
- Understand and evaluate financial accounting software systems and implement changes to the computerized financial system.
- Attend all required district meetings and represent the District at community financial meetings.
- Comply with and monitor district compliance with Federal, State and Local legal requirements and advises Superintendent of needed actions.
- Coordinate, process, and control transfers of budgeted funds as requested by program directors.
- Collaborate with the Superintendent and Finance Office for the purposes of employee compensation.
- Ensure that general, revenue and appropriations ledgers are managed on an encumbrance basis.

- Preliminarily approve and present vouchers to the Governing Board for final approvals authorizing the expenditures of monies.
- Present and justify additional analyses required to understand the budget for Board action.
- Project revenue and expenditures, analyses of program costs and methods of financing, present prospectus for bond sales, and manage investments portfolios and similar district activities.
- Represent the district's financial program to community agencies and organizations.
- Serve as a change agent for support of District goals, creates, and implements creative strategies for leading and managing change
- Perform related work as required (purchasing/procurement compliance, calculate tax rate, December & May Budget revisions, AFR-annual financial report, ADE Grants Management, SDER-School District Employee Report, G-5 experience, etc.)

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge in accounting and finance procedures and practices including general ledger methodology.

Knowledge of administrative and management in the public sector and within a comprehensive school system.

Knowledge of the organizational, functional, and budgetary requirements of a school district.

Knowledge of state and federal financial reporting.

Knowledge of the basic principles of communication, public information dissemination and change management.

Knowledge of modern principles, practices and techniques of financial management, administration, and organization.

Knowledge of the principles and practices of public administration.

Knowledge of Federal and State finance related laws and regulations.

Knowledge of technology available to assist with financial analysis and ERP systems.

Skill in the administration and management of a complex school finance system.

Skill in facilitating solutions to district and departmental problems.

Ability to establish and maintain effective working relationships with Superintendent, Principal, Leadership Team, Governing Board, Federal, State, and local agencies, other district jurisdictions, and the general public.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to exercise initiative, judgement, tact, and diplomacy in a variety of situations.

Ability to analyze, interpret and report research findings and make appropriate recommendations to superintendent and leadership level personnel.

Ability to make independent and discretionary judgements on financial matters within policy guidelines.

Ability to prioritize and manage multiple tasks simultaneously.

Ability to maintain standards of exemplary conduct and high standards in their school relationships.

Ability to maintain just, courteous, and proper relationships with staff members.

PHYSICAL REQUIREMENTS: Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

MINIMUM QUALIFICATIONS:

Master's Degree in business administration

Five (5) years progressive experience in senior financial management

Various years of supervisory experience

Equivalent combination of education and/or experience

PREFERRED QUALIFICATIONS:

Senior financial management experience in a public school district

Certified Public Accountant (CPA) certification