

Farmersville Unified School District

JOB DESCRIPTION

TITLE: Business Manager

Definition

Under the direct supervision of the superintendent and within budget policies established by the Board of Education, the business manager will supervise all district budgeting processes and the personnel responsible for implementing such processes.

Major Duties & Responsibilities

- Participates in preparing district budgets as directed by the superintendent.
- Provides regular oversight and comptroller functions for all district budgets and funds.
- Performs ongoing analysis of fiscal conditions of all district funds. Provides written summaries to the Board at least once a month.
- Provides in-service sessions and supervision of the accounting functions for those personnel responsible for administering school and food service transactions.
- Established a fiscally sound system for internal accounting control.
- Monitors and controls the processing of all anticipated program revenues, both as to collections and expenditures.
- Examines state and federal categorical projects as to compliance with appropriate guidelines.
- Represents the district in significant meetings with other district, county, and state fiscal and accounting officers.
- Supervises and evaluates classified business office personnel
- Attends board meetings.
- Other related duties as directed.

Qualifications

- Recent progressively responsible job duties related to fiscal management.
- Knowledge of legal and operational aspects of California public school finances.
- Knowledge of State software programs for financial planning and operation.
- Experience in long-range financial planning and data collection (three to five year projection)
- Experience with transportation, deferred maintenance, special projects/special education, special revenue account, restricted/non-restricted revenues and expenditures, tax override funds, capital projects, self-insurance funds, etc.
- Knowledge with cafeteria expenditures and state reimbursement programs as: maintenance, capital outlay projects, deferred maintenance, local bonds, tax overrides, state school building projects, health insurance policies/projections.
- Experience working with County Office of Education regarding financial planning and analysis.
- Familiar with all required reports, both local and state requirements as described by California Department of Education and County Office of Education.
- Experience with federal funding and state projects, grants and secondary financial program requirements
- Experience with business computers regarding data control, spreadsheets, financial accounting and practices associated with software projection programs/budget development.
- Experience with facility planning and State School Building programs.

Approved by Board: March 13, 1993