

Wachusett Regional School District

EXECUTIVE STAFF

JOB DESCRIPTION

TITLE:

Business Manager

QUALIFICATIONS:

The Business Manager will possess a Bachelors Degree although a Master's Degree is preferred and at least five years of experience in a business/financial managements position or related field. The Business Manager will possess particular experience in the areas of budget and financial management, plant operations, office systems and procedures, and procurement. The Business Manager will possess other qualities of academic, business, professional and personal experience as the School Committee and Superintendent may find appropriate and acceptable.

REPORTS TO:

The Superintendent of Schools on a day to day basis (and to the School Committee under special circumstances or responsibilities described below).

PERFORMANCE EVALUATION:

The Business Manager will be evaluated in narrative form based on the goals and objectives established by the Business Manager and the Superintendent with input from the School Committee. The Business/Finance Subcommittee will complete a questionnaire that will serve as the vehicle for their input. The annual evaluation will be shared with the full School Committee.

REPRESENTATION STATUS:

Individual Employment Contract with the District.

JOB RESPONSIBILITIES:

The Business Manager is the chief financial manager of the District. As a member of the Executive Staff, he/she will provide leadership for the School District, represent the Superintendent as appropriate at official school and community functions, inform the Superintendent of changes in trends, laws, rules

or regulations in his/her area of expertise, and provide reports to the Superintendent of his/her activities and as requested. The Business Manager in conjunction with the School Committee and Superintendent shall develop annual job goals that will become part of the criteria used to evaluate the Business Manager.

In carrying out the responsibilities, the Business Manager shall

1. Oversee the daily financial operation of the District to include providing leadership and expertise to ensure that the system of internal financial controls effectively and efficiently safeguard the assets of the District and provide accurate and timely financial information as required by the District.
2. Direct the business affairs of the District, including the areas of financial management, transportation, procurement, facility and building operations.

Accounting – Direct financial accounting, management and reporting in accordance with Government Accounting Standards Board (GASB). Supervises the Assistant Comptroller in monitoring school based accounting such as Student Activity accounts.

Budget – Assist the Superintendent, who by policy (P4100 Policy Relating to Budget/Finance Budget) acts as the Budget Officer, in budget preparation, budget presentation and budget administration.

- Recommend to the Superintendent requests for transfers of funds between budgeted appropriation categories, said requests being considered by the School Committee at the recommendation of the Superintendent (P4161 Policy Relating to Budget/Finance Reporting and Transferring Between Appropriation Categories)
- Responsible for long-term budget planning.

Town Assessment Payments – Assist the Treasurer who by policy (P4211 Policy Relating to Budget/Finance Town Assessment Payments) prepares billing notices to assess Member Towns for each town's proportional part of the District's school budget.

Purchasing – Administers the process of procurement and assists the Superintendent, who by contract acts as Chief Procurement Officer, as part of the budget authorization process, to expend District funds for materials, equipment, supplies and services. Serves as the Superintendent's designee in the day-to-day capacity of Chief Procurement Officer. In this role the Business Manager

shall coordinate and direct bidding, purchasing and inventory control for the District.

Warrants – Supervise the warrant process. Train appropriate School Committee members in their roles in the warrant process. Prepare periodic reports directly to the School Committee as requested by full School Committee on employee reimbursements and other payments.

Accounts Payable and Payroll – Manages the accounts payable and payroll functions.

Reports – Prepare periodic financial reports through the Superintendent to the School Committee (P4714 Policy Relating to Budget/Finance Periodic Financial Reports). Prepare special financial reports directly to the School Committee as may be requested by full School Committee. Responsible for the preparation and submittal of financial reports as required by Federal, State and local agencies. Provide the District with financial information, analysis and recommendations to serve as the basis of operating and capital expenditure decisions.

Audit – Assist the Audit Advisory Board in conduct of all independent, professional audits.

Internal Controls – Responsible for maintenance of financial controls for expenditures and revenues, including grants, capital and revolving funds, special and general revenue funds, and student activity accounts. Insure that adequate internal accounting control exists to properly safeguard the District's assets. Report to School Committee and/or Superintendent findings of inadequate controls or possibilities of fraud. In instances where suspicion or findings of possible fraud involves Superintendent, Business Manager will report directly to Chair of School Committee.

Buildings & Grounds – Assist the Superintendent to establish procedures and employ such means as may be necessary to provide accurate information to the nature, condition, location and value of all property used by the District. Assist Principals to properly care, maintain and clean District buildings, grounds and equipment. Oversee the management of all facilities, including negotiating and supervising contractors regarding construction and major repairs to District facilities and buildings. Supervise the Supervisor of Buildings & Grounds.

Inventory Control – Responsible for the maintenance of inventory control and fixed assets records.

Transportation – Responsible for the management of the District's Pupil Transportation Contract in accordance with federal, state and local regulations.

Maintenance of Records – Oversees the maintenance of necessary records, including contracts, financial accounts, budgets, audits, purchasing, federal, state and local reports.

Intergovernmental Relations – Responsible for interacting with and maintaining professional relationships the Massachusetts Department of Education, Department of Revenue and School Building Authority, and all pertinent Member Towns' boards and officials.

3. Conduct other business and finance staff duties and responsibilities as directed by the Superintendent of Schools, including attending School Committee meetings and subcommittee meetings as requested or required by the Superintendent.

SUPERVISES

Assistant Comptroller
Supervisor of Buildings and Grounds
Clerical Staff as assigned
Other support staff as assigned

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 5/16/06