

Yupiit School District
Akiachak, Alaska

Job Description

JOB TITLE:	Business Manager	SALARY:	Classified Admin
REPORTS TO:	Superintendent of Schools	HRS:	8 hr/day
LOCATION:	Yupiit School District	No. DAYS:	261 days

JOB PURPOSE: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

Duties, Responsibilities and Accountabilities

1. Supervises the management of the financial affairs of the schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transaction.
4. Supervises all accounting operations.
5. Acts a payroll officer for the district
6. Supervises the collection, safekeeping and distributions of all funds.
7. Manages the district's supporting services through the directors of property services, purchasing, food services and business services.
8. Supervises the district's supporting services through the directors of property services, purchasing, food services and business services.
9. Develops a facility expansion program and supervises plan construction.
10. Administers a budget control system for the district.
11. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
12. Assists in recruiting, hiring, training, supervising and evaluating all financial support staff personnel.
13. Arranges for the internal auditing of school accounts.
14. Interprets the financial concerns of the district to the community and School Board.
15. Provides monthly accounting of all income expenditures.
16. Prepares and analyzes all financial statements.
17. Reconciles all banks accounts maintained by the Board.
18. Maintains a continuous internal auditing program for all funds.
19. Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the over-spending of any budgeted account.
20. Maintains general, revenue and appropriations ledgers on an encumbrance basis.
21. Approves all purchase orders authorizing the expenditures of moneys.
22. Writes grants in collaboration with District leadership team.
23. Maintains grant binders.
24. Submits claims for reimbursements of all grants.
25. Assumes responsibility for insurance records and insurance accounting.
26. Coordinates the presentation of, justification for and preparation of additional analysis required to understand the budget proposal for action by the Board.
27. Assists in the execution of the enacted budget, including the recommendation of administration controls where required.
28. Assists the Human Resources Department with investigations and related activities.
29. Oversees the technology department.
30. Other duties as assigned by the Superintendent.

QUALIFICATIONS:

1. College degree in accounting or business administration, or
2. Three years experience in an assistance business manager's position in a school district or comparable business.

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires extensive computer software proficiency including: Microsoft Office (Outlook, Excel, Word, PowerPoint, etc.), Adobe Professional and Acrobat Pro, Scanning, Internet access. Etc. Requires excellent writing, grammar and spelling skill. Must be able to use technology.
3. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work in a cross-cultural environment.
4. Language Skills: Ability to read and interpret documents such as software operating and training instructions, and technical procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors and district employees. Ability to speak Yupik preferred. Ability to speak clearly and concisely both in oral and written communication.
5. Mathematical Skills: Ability to calculate figures and amounts such as bank deposits and purchase requisitions.
6. Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
7. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
8. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.

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 this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. This position frequently requires non-stop typing on the computer. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. The employee must occasionally lift and/or move up to 30 pounds, such as tables, office and meeting supplies. This position may occasionally require employee to work extended or irregular hours. Specific vision abilities required by this job include close vision and depth perception. Some travel is required as part of the job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Note: title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

Employee: print name and sign

Date

Supervisor: print name and sign

Date