



VACANCY ANNOUNCEMENT

Position Title: Business Manager

Date Posted: March 31, 2025

Location: District Office

Date Available: July 1, 2025



Dillingham City School District Business Manager Job Description

DEPARTMENT: Administration

SALARY: Starts at \$84,000, dependent upon direct school business management experience

REPORTS TO: Superintendent of Schools

SUPERVISES: Accounting Clerk, Kitchen Manager

DAYS: 260

QUALIFICATIONS:

- At least five (5) years of previous experience in school business management or equivalent field preferred.
- Experience in supervising electronic budget and accounting systems.
- Strong communication skills; ability to communicate with other employees in a positive manner.
- Ability to organize, write, and set priorities.
- Training, experience, and proficiency in using computers and Microsoft Software, including but not limited to Word, Excel, and Google Suite.
- Training, experience, and proficiency in using networked computer systems.
- Training, experience, and proficiency with various financial software systems such as PowerSchool, Black Mountain, GMS, and G5
- Experience in completing government reports, including federal, state, and local reports.
- Participation in New Business Manager Institute (required if less than 5 years of previous experience).
- Such other alternatives to the above qualifications as may be determined by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

- Directs, and supervises a system of control for budget execution and financial accounting for the District
- Establishes and maintains accounting systems, procedures and codes necessary to provide administrators with accurate financial data for the basis of formulating policies and decisions
- Prepares the annual general fund budget for the school district based on information submitted by the staff and administration; establishes a Budget Committee and presents the budget for review and adoption by the School Board



- Prepares all other proprietary fund budgets (Food Service Fund, Athletic Fund, Capital Fund, etc) for the school district based on information submitted by the staff and administration; establishes a Budget Committee and presents such budgets for review and adoption by the School Board
- Generates employee contracts
- Supervises and maintains financial record keeping for all state and federal grant programs; prepares and submits all necessary reports, including quarterly and final reports as required; processes claims for reimbursement as necessary
- Assists in conducting annual audit of district records by answering questions, providing necessary data and information, preparing and reconciling work papers, and maintaining accurate and complete records
- Invest the school district funds in accordance with state law and district policy to ensure effective cash flow
- Supervises the processing of all reports related to the budget
- Works with financial advisors in developing effective and suitable financing for capital expenditures; prepares documents necessary for long-term financing; maintains debt schedules
- Maintains construction funds and develops payment schedules for construction projects
- Supervises the student activity accounting to ensure adherence to state laws and district policy
- Prepares monthly financial reports for the Board
- Supervises financial record-keeping in accordance with state and federal laws and district policy
- Reconciles district bank accounts and financial reports
- Reconciles district fund reports
- Supervises and monitors preparation and distribution of all purchase orders; oversees all purchasing and bidding in the school district. Organizes and supervises annual materials, equipment, and services bidding, as needed.
- Supervises and monitors the procurement/credit card program
- Prepares budget transfers for submission to the Board as may be required
- Supervises and monitors district inventory for supplies and fixed assets
- Prepares cost analysis reports concerning the school district's operation, as needed
- Establishes and monitors the school district insurance program including property and casualty, liability, and other such insurance programs
- Oversees, directs, supervises, and evaluates the Business Office staff



- Assists in the development and execution of an in-service training program for the Business Office staff
- Directs the operation of the Food Service Department and submits all state food service reports on time
- Performs all other duties pertinent to the Business Office as directed by the Superintendent of Schools

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to perform the essential function of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time
- Walking and standing for prolonged periods
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend, and reach to retrieve and handle materials, supplies, and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Employment is contingent upon successful completion of a background check. Contract will be an EXEMPT contract, and benefits fall under the Classified CBA.

EVALUATION:

Performance of the job will be evaluated in accordance with District policy.

The Dillingham City School District is an equal employment opportunity employer.