

LAFOURCHE PARISH SCHOOL BOARD

Title:	<u>Business Manager</u>
Qualifications:	<u>Bachelor's Degree with a minimum of 24 hours of business-related</u> <u>courses, such as accounting, finance, or management.</u> <u>Certified Public Accountant licensed in Louisiana (preferred)</u> <u>Minimum of five (5) years experience in one of the above fields,</u> <u>including at least three (3) years in supervision and/or</u> <u>administrative capacity</u> <u>Additional criteria as the board may require</u> <u>Qualifications should not be established for the individual, but rather</u> <u>for the position.</u>
Reports To:	<u>Superintendent</u>
Supervises:	<u>Assistant Business Manager, Safety Manager, Maintenance Manager,</u> <u>Land and Facilities Manager, Purchasing Agent</u>
FLSA Status:	<u>Exempt</u>

Performance Responsibilities:

The Business Manager shall, in the area of

DOMAIN I: MANAGEMENT AND PLANNING

The Business Manager:

1. assumes responsibility for comprehensive budget development and long-range financial planning;
2. manages the district's real estate and insurance programs;
3. manages the district's employee and benefit insurance programs;
4. prepares annual budget recommendations for the Superintendent;
5. acts as advisor to the Superintendent on the system budget, financial strategies, potential risks and all other business and financial operations;
6. ensures that the accounting procedures of the school system meet all federal, state, and local requirements;
7. assists the chairpersons of the Finance and Insurance Committees;
8. implements Board adopted policy and outside auditor's recommendations; and
9. develops in-service training for department personnel.

DOMAIN II: ADMINISTRATION AND SUPERVISION

The Business Manager:

1. establishes methods and mechanisms for the program of accounting;
2. supervises a program of accounting, investing, and reporting the financial affairs of the district;
3. supervises budget implementation and acts as budget control officer;
4. authorizes staff and non-salary allotments and budget amendments;
5. oversees and coordinates the purchase of all equipment;
6. submits quarterly financial report to the Superintendent indicating status of the budget and financial condition of the system;
7. supervises and maintains an adequate internal control in all accounting areas that meets or exceeds state and federal requirements;
8. supervises implementation of the district's safety initiatives and analyzes potential risks;
9. supervises construction activities authorized by the board to ensure compliance with bond funding regulations;
10. oversees the maintenance program of all school and office buildings to ensure adequate funding to provide suitable work and learning environments at all sites;
11. supervises the procurement practices utilized by the district for purchasing services and commodities;
12. mediates staff issues and facilitates communication between department personnel; and
13. supervises, appraises and evaluates specific personnel in the business department.

DOMAIN III: ACCOUNTING

The Business Manager:

1. supervises the business department, including the financial and business accounting operations of the school system involving budget preparation, payroll, processing, retirement, reporting, employee benefits management, procurement practices, and capital outlay-both revenues and expenditures;
2. supervises the development of monthly financial reports as required by the Superintendent;
3. supervises the development of periodic financial reports as required by state and federal agencies having jurisdiction over public school funds;
4. supervises production of the comprehensive annual statistical report; ensuring accuracy and compliance with state legislation;
5. supervises the financial affairs of the district, including disbursement of funds, accounting and reporting procedures, and long-range internal planning;
6. maintains general revenue and appropriations ledgers on an encumbrance basis;
7. recommends new accounting methods as desirable and necessary and in accordance with GASB pronouncements;
8. analyzes the district's investing policies to discover new ways to invest;
9. recommends any major software changes necessary;
10. approves all major changes to the district's ERP system, as recommended by the Assistant Business Manager or System Analyst
11. reviews procedures in all business office areas for improvement; and
12. maintains an up-to-date inventory of school and district property.

DOMAIN IV: BUDGETING

The Business Manager:

1. determines departmental needs based on recommendations of department managers and available resources;
2. compiles necessary accounting information for the preparation of the comprehensive fiscal budget;
3. assists the Superintendent in preparing a program of budget control;
4. establishes procedures for distribution and management of school funds;
5. establishes reporting procedures used to inform budgetary managers concerning the status of their budgetary accounts to guard against the overspending of any budget account; and
6. provides research information with which the Superintendent can base financial decisions.

DOMAIN V: PROPERTY MANAGEMENT

The Business Manager:

1. supervises the collection, recording and disbursement of public funds and the investment of idle funds in accordance with applicable state laws;
2. executes bonds in such a form and amount as shall be required by law for district projects through consultation with the district's bond attorney and financial advisor;
3. recommends Property Tax Millage rates;
4. assumes responsibility for insurance records and insurance accounting by regularly meeting and consulting with the school district's insurance agents and property/casualty insurance consultant; and
5. ensures that financial records are retained in accordance with established state guidelines

DOMAIN VI: SCHOOL AND COMMUNITY RELATIONS

The Business Manager:

1. maintains effective district community relations to build trust and transparency;
2. interprets the financial concerns of the district to the community;
3. adheres to board policies and administrative rules and regulations; and
4. performs such tasks and duties as assigned by the Superintendent and/or his designee.

DOMAIN VII: PROFESSIONAL DEVELOPMENT, ATTITUDE AND CONDUCT

The Business Manager:

1. familiarizes him/herself with current research and educational practices in the field of business management;
2. participates in the local, state, and national professional societies denoted to the advancement of school financial management; and
3. refrains from revealing confidential information.

DOMAIN VIII: PROFESSIONALISM

1. **The Business Manager grows and develops through professional development**

as assigned and voluntarily to improve teaching and learning.

- Attends and constructively participates in meetings and professional development activities.
- Uses active listening skills.
- Accepts and recognizes the value of the contribution of others.

2. The Business Manager shows professionalism in attitude and conduct

- Develops leadership and responsibility in colleagues and students if applicable.
- Demonstrates skills to receive and give constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Uses verbal and non-verbal communication in a respectful manner.
- Writes and speaks clearly and concisely for understanding.
- Develops and maintains a safe and caring environment for students.
- Represents the schools and district in a positive manner.
- Adheres to Lafourche Parish School Board employee dress code.
- Treats all stakeholders in a respectful and helpful manner.
- Cooperates with administration in the performance of additional duties.
- Cooperates with building and district staff in planning and evaluation.
- Completes tasks, reports, and documents accurately according to specified timelines and expectations.
- Minimizes bias in self and others and accepts responsibility for his/her own actions.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- Adheres to ethical, legal and professional standards.
- Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.
- Follows directives as assigned by supervisor.
- Refrains from revealing confidential information.
- Uses proper administrative procedures for making requests and resolving conflicts.

*****The above domain denotes non-instructional indicators. Deficiencies in these areas shall not be subject to a plan of intensive assistance.***

METHOD OF EVALUATION

The combination of the applicable measure of growth in student learning and the qualitative assessment of performance competencies and standards shall result in a composite score used to distinguish levels of overall effectiveness.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

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 the duties of this job, the employee is frequently required to stand, walk, speak, hear and sometimes sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV carts.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.