



## Fort Cherry School District

### Job Description

<b>Title:</b>	Business Manager
<b>Overview:</b>	Employee shall perform and oversee all aspects of the School District's financial and business operations in accordance with the general policies of federal, state, and local policies and procedures
<b>Location:</b>	Central Office
<b>Reports to:</b>	Superintendent
<b>Supervises:</b>	Business Office Employees, including but not limited to Human Resources, Accounts Payable, Child Accounting and the like
<b>Coordinates with:</b>	Board of School Directors All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

#### Essential Duties:

##### 1. Fiscal Management:

- Plans, directs, coordinates, and serves as chief spokesperson for the Board in the collective bargaining process
- Collects and coordinates District financial records for annual audit performed by District's Independent Auditor
- Develops yearly budget and creates long-range financial planning in all areas of the District
- Completes and files all required local/state/federal fiscal reports
- Review, complete, and/or file all required reports and documents related to facilities, transportation, and food service as may be required by local, state, or federal law
- Prepares any budget transfer for submission to Board as required by law
- Manages and maintains bond payments related to District debt service



- Reviews all ongoing contracts and monitors the services or goods that are received by the District
- Creates and prepares all budgetary items for Board Treasure related to bills for payment, accounts summary, and budget control reports

2. Personnel Management:

- Serves as human resources for district staff in relation to employee benefit programs including health insurance, various contractual leaves, and other related or emerging employee benefit plans.
- Obtain, maintain, and organize contractual and/or personnel data, including but not limited to, salary, job descriptions, performance standards, and other pertinent information/data/resourcing.
- Creates and maintains contractual and salary schedules for all personnel and departments
- Serves a central resource on any personnel issue that may arise in the school district.
- Manages and monitors claims for workman's compensation, unemployment compensation, and short/long term disability related to any employee within the District.

3. Legal Matters:

- Communicates with Superintendent and, when applicable, District Solicitor on legal matters related to contractual and/or non-instructional issues.
- Oversees all facility/equipment leasing, permitting, and legal matters related to any District department.
- Establishes and monitors the District insurance programs including property, casualty, liability, and other such insurance programs.

4. Facilities/Maintenance:

- Coordinate and manage facility/maintenance development, renovation, repair, and/or expansion in coordination with the Director of Facilities.
- Collaborates with District Architects/Engineers on facility/maintenance development, renovation, repair, and/or expansion in coordination with the Director of Facilities.
- Creates and maintains all RFP, bids, and/or contracts related to facility/maintenance development, renovation, repair, and/or expansion in coordination with the Director of Facilities and Superintendent.
- Manage bid contacts, services, equipment regarding any project within the District
- Manages all maintenance including preventative, annual, and/or repair of all facilities, equipment, and the like within the District.



5. Purchasing/Inventory:

- Supervise and monitor of all District purchases
- Monitor and manage the ordering, delivery, and distribution of all District supplies among all Departments
- Supervises and monitors District inventory of all equipment, supplies, and fixed assets in compliance with GASB 54.
- Coordinates and arranges asset review with asset management company as needed and/or required.

6. Other:

- Communicate effectively with all members of the District and Community
- React to change productively and handle other tasks as assigned
- Maintain confidentiality
- Support the mission, vision, and belief statements of the District
- Any other responsibilities assigned by the Superintendent

**Qualifications and Skills:**

- Bachelor's degree in Business Administration, Finance or Accounting, Master's Degree preferred.
- Three (3) to five (5) years of previous experience in School Business Management preferred.
- Registered status as Pennsylvania School Business Administrator (PRSBA) or School Finance Official (SFO) preferred.
- Experience in negotiations and the collective bargaining process.
- Experience in field of human resource management.
- Experience in pupil transportation, facilities management, and school construction preferred.
- Experience in completing government reports including federal, state and local reports.
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated



- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations will be defined in the employee contract. Such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreed upon contract.

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's contract.