



**TITLE:** BUSINESS MANAGER

**TITLE OF SUPERVISOR:** Superintendent

**QUALIFICATIONS:** Demonstrates proficiency in bookkeeping and the use of office machines. Has knowledge of computer usage.

**TERMS OF EMPLOYMENT:** The work year is twelve (12) months. Salary to be set and approved by the Superintendent and Board.

**GENERAL RESPONSIBILITIES:** Administers and manages the business affairs of the district and establishes purchasing procedures in accordance with the laws of the state, School Board policy, and administrative regulations as specified by the Superintendent.

**DESCRIPTION OF DUTIES:**

Finance:

1. Develops and prepares the operating budget and assists in the development of all other budgets (e.g., Minimum Program, District Maintenance, Support Services, Chapters I and II, AIM, Vocational, Special Ed., Driver Ed., Libraries, Cafeteria, Counselors, Legal Services, Adult Ed.)
2. Monitors all funds by means of budgetary reports with latest amended amounts.
3. Assists in the interpretation of financial reports.
4. Administers and coordinates the internal and external reporting of financial transactions in accordance with state law, School Board policy, and administrative regulations.
5. Prepares payroll deductions to be submitted to the County office.
6. Participates on the development and administration of salary schedules for all personnel.
7. Assists the Superintendent in setting salaries of administrative and supervisory personnel.

Accounting:

1. Audits all travel expense vouchers.

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2. Prepares bills, checks and invoices, comparing with purchase order, bids and journal vouchers.
3. Coordinates units within the accounting area such as payroll, bookkeeping, special projects, etc.
4. Prepares master payroll, breaking salaries down into Minimum Program, District Maintenance, Administrative Support Services and Regular Support Services.
5. Accounts accurately and explicitly for all funds received, disbursed or expended by the district through regular monthly and yearly reports and/or audits and by special reports and/or audits, when necessary.

Purchasing:

1. Assists in locating sources of supply for supplies, equipment, materials, and services that are necessary to carry out the educational program.
2. Develops specifications for bids, tabulates, and recommends award to low bidders to the Superintendent.
3. Processes all purchase requisitions, checking for accuracy, determining method of purchase, and, if any item requested to be put on bids, prepares bid for legal advertisement and publication.
4. Maintains up-to-date information on bidders, market trends, vendor performance and deliveries, being responsible for all areas except Food Services.
5. Assumes responsibility for maintenance contracts for all office machines.
6. Accords a prompt and courteous reception to all who call on legitimate business missions, and is as helpful as possible.
7. Types, issues and distributes purchase orders to the schools.
8. Keeps records of requisitions for purchase of goods and services and maintains the file for the district.
9. Assumes the responsibility of purchasing agent designee, when necessary.
10. Makes sure all purchases are in compliance with specified project for which they are purchased.
11. Maintains separate filing for invoices (e.g., equipment, instructional supplies, maintenance supplies, etc.)

General:

1. Collects data, makes applications and prepares reports, such as Indirect Cost, Civil Rights/Equal Opportunity, Bond Indebtedness, Chapter II, Capital Outlay, personnel, and insurance, for local, county, state and national offices.
2. Works cooperatively with county educational office staff on absentees, contracts, finances, etc.
3. Makes sure all equipment is inventoried and labeled.
4. Assists in receiving and warehousing of equipment and items essential to the operation of the school district.
5. Addresses and mails all necessary items related to area of work.
6. Advises the Superintendent on the status of the budget and other fiscal matters through monthly, annual and special reports/presentations.
7. Prepares journal voucher with account codes corresponding with budget.
8. Keeps record of attendance for contractual and non-contractual involvements in the district.
9. Collects withholding forms of all contractual and non-contractual persons and codes areas of concentration (e.g., elementary, secondary, Special Education, and/or Chapter I).
10. Separates checks by schools before sending.
11. Sets up new accounts/records for schools, annually.
12. Prepares contracts in triplicates.
13. Verifies employment for new employers and/or Office of Certification.
14. Performs other duties as assigned by the Superintendent.
15. Attends workshops as set up by State Department of Education and State Audit Department.
16. Keeps abreast of legislative updates concerning educational finances.