

PROFESSIONAL STAFF**Business Manager****Qualifications:**

1. Bachelor's degree in business administration, finance or accounting; a Master's degree in business administration desirable.
2. Experience in an educational institution or a minimum of three years equivalent commercial experience demonstrating progressively greater management responsibilities.
3. Knowledge of school business management and accounting procedures.
4. Effective skills in problem analysis, decision-making, communication and judgement.
5. Effective organizational ability.
6. Ability to apply technology to business practices and procedures. Strong computer background required.
7. Self-motivated and disciplined.
8. Ability to develop and implement innovative ideas.
9. Strong sense of personal professional ethics.
10. Experience in food service, transportation, maintenance and cleaning of facilities is desirable.
11. Physically able to perform the duties as described

Reports to: Superintendent of Schools

Supervises:

- Finance Office personnel
- Food Service Director
- Transportation Supervisor
- Maintenance staff
- Custodial staff
- Such other staff members as designated by the Superintendent of Schools

Job Goal:

The Business Manager shall provide leadership in and responsibility for planning, organizing, and overseeing the business, operational and classified programs of the school district. This individual will work closely with the Superintendent of Schools and will provide assistance to the Superintendent in assuring that all work is performed in accordance with the applicable laws of the State of Maine, the United States, the existing policies of the MSAD #40 School Board of Directors, and generally accepted accounting procedures.

Key Responsibilities:

1. Primary responsibility shall be financial management for the school district to ensure that all accounts are maintained in a manner that accurately and currently shows the financial condition of the district.
2. Assumes responsibility for the district budget management on a daily basis including the active management of cash.
3. Together with the Superintendent of Schools, the Business Manager will prepare the preliminary district budget for review and approval by the School Board of Directors and for submission to the voters. Will also be responsible for providing assistance to administrators in the preparation of departmental and building budgets and will coordinate their integration into the district budget.
4. Advises the Superintendent of Schools and the School Board of Directors of future financial requirements of the district and make recommendations for their attainment.
5. Makes accurate and timely reports to the appropriate agencies, including keeping the Superintendent of Schools and the

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6. Develops and maintains up-to-date systems of financial accounting that meet the requirements of the state auditor, federal auditors, the state Department of Education and the district auditors.
7. Assures that proposed expenditures fall within budget constraints.
8. Advises the Superintendent of Schools and the School Board of Directors on financial policies of the district and recommends any desirable changes to budgetary or accounting procedures and district operations.
9. Directs and supervises the district's building maintenance and grounds, including the development of maintenance and duty schedules, plans for compliance with safety regulations for school facilities and recommendations for needed repairs and maintenance that need to be included in the budget.
10. Assumes responsibility for and administers through the appropriate supervisor the district's transportation system, including the maintenance and safety inspection of all transportation equipment, maintaining a program for training and safety and overseeing the bid process for purchasing new buses.
11. Assumes responsibility for and administers through the appropriate supervisor the district's food service program, ensuring that the district runs a quality nutritional program that meets the state and federal guidelines as well as being cost-effective.
12. Maintains a full and complete inventory of real and personal property of the district.
13. Maintains and manages the district's insurance program.
14. Maintains and manages the program for the purchase of supplies and equipment.
15. Assumes responsibility for the district's bidding process.
16. Maintains the district payroll records.
17. Maintains a working knowledge of state subsidy regulations and federal laws pertaining to the reimbursement of public schools.
18. Develops capital improvement projects and new construction projects to include long-range planning and the design and implementation of new facilities.
19. Recruits, supervises, trains, provides staff development and evaluates support staff, excluding educational technicians, in cooperation with the Administrative Team.
20. Prepares recommendations and proposals for the financial computer subsystem of the district computer system based on operational needs, coordinating the acquisition and operation of the equipment and software with the Technology Director.
21. Attends appropriate meetings of state and other educational agencies serving the public school system and keeps informed of local, state and national issues that affect school districts.
22. Attends meetings of the School Board of Directors and its committees as requested by the Superintendent of Schools and/or the School Board of Directors.
23. Serves as the financial information official for the district, keeping the board and staff informed about the general financial condition of the district, current salary information of the district and the comparability of other similar districts. Prepares a cost analysis and impact report on preliminary and final negotiated contracts, as well as any other necessary studies requested by the board or superintendent.
24. Assumes any other duties as may be requested by the Superintendent of Schools with the consent of the School Board of Directors.
25. Carries out all assignments in an efficient, effective and professional manner

Evaluation:

Performed as required, but at least annually prior to March 31st, by the Superintendent of Schools based upon the duties and responsibilities set forth in this job description. The Superintendent of Schools will provide the School Board of Directors with a summary of the evaluation.

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School Board of Directors informed and current.

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