

SAUSALITO MARIN CITY SCHOOL DISTRICT

POSITION DESCRIPTION CHIEF BUSINESS OFFICIAL/BUSINESS MANAGER (Confidential Administration)

SUPERVISION EXERCISED AND RECEIVED

The Business Manager is responsible for the development and maintenance of sound business systems and procedures for accounting, budgeting, legislation, personnel, services of supply and cafeteria. These responsibilities are carried out under the policies of the Board of Trustees and the direction of the Superintendent. The Business Manager exercises immediate supervision over the evaluation of the Fiscal Office personnel and Cafeteria Staff.

DUTIES AND RESPONSIBILITIES

- Member of the Administrative Cabinet and the District's Management Team who is responsible for decision-making, policy recommendations and budget recommendations to the Board of Trustees; attends Board meetings and weekly Superintendent meetings; attends all finance, budgetary, insurance, Special Education and Transportation meetings at the county office of education (MCOE).
- Directs fiscally sound and responsible business programs including the keeping of financial transactions and records, the preparation of financial reports, and the preparation and custody of all contract documents
- Interprets, develops and analyzes statistical data for the Superintendent and Board of Trustees
- Develops and supervises internal audit procedures and data processing systems
- Prepares budget calendar, preliminary, tentative and final budgets and budget revisions
- Assists in development of maintenance, categorical and special program budgets
- Accounts for and reports expenditures of Federal and State funded projects
- Assists independent auditor with annual audit and compliance audits
- Develops and supervises accounting, purchasing, bidding, inventory and accounts payable and accounts receivable systems
- Controls financial accounts, State reports and audits of receipts and disbursements for Student Body funds
- Supervises and oversees classified staff in the District and Business offices as well as Cafeteria personnel
- Supervises and oversees the District Cafeteria and Facilities and Maintenance
- Forecasts and analyzes ADA, enrollment and staffing needs
- Administers risk management program; including fire, liability, workers' compensation, unemployment, health, student accident and other insurances carried by the District, including participation in the countywide JPA loss control program
- Supervises payroll operation, including retirement, taxes, other deductions required by law, and all personnel matters

- Secures and executes necessary bids and leases for rental
- Performs other appropriate duties as assigned by the Superintendent.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of governmental accounting, auditing and budgeting
- Principles of supervision and training
- Provisions of the Education Code and the School Accounting Manual
- Maintenance, operation and facilities oversight

Ability to:

- Apply the principles, practices and techniques of governmental accounting
- Develop and maintain fiscally sound budget projections
- Apply the principles of budgetary preparation and control
- Assemble and analyze data and make appropriate recommendations
- Plan, organize and coordinate the work of others
- Develop and install new, and revise existing methods and procedures
- Establish and maintain cooperative relationships with those contacted
- Supervise and evaluate staff.

EXPERIENCE

- Five years of increasingly responsible experience as an accountant or auditor, including at least three years in supervisory accounting work, preferably in a school district
- Knowledge of school accounting structures.

EDUCATION

- Bachelor's degree in accounting, public administration or business administration including courses in government accounting and computer applications preferred.