



CLASSIFICATION DESCRIPTION

TITLE: Business Service Manager

<p><u>Title of Immediate Supervisor:</u> Director of Special Services</p>	<p><u>Department:</u> Special Services</p>	<p><u>FLSA Status:</u> Exempt</p>
<p><u>Accountable For (Job Titles):</u></p>		<p><u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association; Pay Class VII</p>

<p>General Summary or Purpose Of Job:</p>
<p>Supervises, plans, directs, and coordinates such functions as accounts payable, accounts receivable, student activities accounts, payroll, and grants accounting. Ensures that the District's finance and budget activities are managed and processed in an accurate and timely manner, and that financial activities are conducted in compliance with School Board policies and procedures, governmental regulations, the Uniform Financial Accounting and Reporting Standards (UFARS), and generally accepted accounting principles.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Prepare and submit all state and federal Special Services Department budgets annually.	Daily 20%
2.	Report and reconcile state and federal special education expenditure to Minnesota Department of Education.	Daily 15%
3.	Assist Director in yearly staffing of Special Education Teachers and Assistants. Track and analyze current staffing and make recommendations for additions or reduction for teachers and paraprofessionals.	Daily 15%
4.	Analyze the departmental FTE's and budget to ensure all federal and state laws and guidelines are followed. Analyze district data and expenditures in comparison to state averages and other similar size districts.	Monthly 15%
5.	Calculate rates and prepare regular education tuition billing from Residential.	Weekly 15%



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6.	Analyze special education statistical data for reports regarding funding, child counts, services, staffing, caseloads, and related matters.	Weekly 5%
7.	Direct and manage in state and out of state tuition receivables and account payable procedures for the department.	Daily 5%
8.	Direct the District's MA reimbursement program for special services.	Daily 5%
9.	Provides for student activities accounting, including monitoring all co-curricular and extracurricular activities of the District, and reviewing monthly reports prepared by sites for propriety. Approves all student activities journal entries for inclusion into the District's general ledger accounts. Prepares the District's year-end student activities financial statements.	Daily 5%
10.	Performs other duties of a comparable level or type.	As required.

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)
<ol style="list-style-type: none"> 1. Requires a minimum of a 4-year Bachelor degree in Accounting or related field OR an equivalent combination of technical training and experience in accounting in lieu of a Bachelor's degree. 2. A working knowledge of accounting systems, databases, special education due process law & regulations. 3. Extensive experience with Microsoft Office products. 4. Demonstrated interpersonal skills including customer service. 5. Must be comfortable working in a team environment

Certification or Licensing Requirements (prior to job entry):
None

Knowledge Requirements:
Requires knowledge of:
<ul style="list-style-type: none"> ▪ Accounting, auditing, budgeting and generally-accepted accounting principles and procedures. ▪ Understanding of balance sheet and income statement accounts. ▪ Payroll processing, as well as knowledge of how pay flows through the general ledger processes regarding deductions, contributions and salaries.



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- Financial statement preparation, as well as Uniform Financial Accounting Reporting System (UFARS) reporting.
- Familiarity with school district accounting policies and procedures.
- Computer applications, especially as applied to general ledger reporting and journal entry preparation. Knowledge of specific computer software, such as the IFAS enterprise software, the MS-Office Suite, including Excel and Word, and Manatee software for student applications.

- Skill Requirements:**
- Skilled in:
- Supervision, especially in dealing with employee-related concerns and conflicts. Ability to solve problems presented in a professional manner.
 - Ability to work independently and plan the work of others.
 - Ability to effectively analyze and solve a variety of problems.
 - Ability to work under pressure and meet assigned deadlines.
 - Communication skills, including verbal and written, and especially listening.
 - Ability to resolve complex accounting issues, which arise on a daily basis.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	√			
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms	√			
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear			√	
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.	√			
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

The typical noise level is considered to be moderate.

General Physical Conditions:



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Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting.