

Business Manager

Purpose Statement

The job of Business Manager is done for the purpose/s of managing the overall delivery of business services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team.

This job reports to Superintendent of Schools.

Essential Functions

- ✓ Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.
- ✓ Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- ✓ Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, audits, annual reports, etc.) for the purpose of implementing and maintaining services and/or programs.
- ✓ Develops internal controls, work processes, programs for managing the financial operations of the organization for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.
- ✓ Manages business services, all contracts and business transactions for the District and related departments (e.g. food services, building maintenance, fixed assets, etc.) for the purpose of achieving organizational objectives while complying with established requirements.
- ✓ Monitors assigned programs and/or department activities (e.g. food service, day grants, consolidated grants, building maintenance, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- ✓ Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. financial processes, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- ✓ Performs subject specific assessments and tests standard main (e.g. general ledger, coding, audit preparation, reconciliations, transfers, cash management, fixed assets, etc.) for the purpose of providing students with instructional materials that address individualized learning plans within establishment.
- ✓ Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- ✓ Presents information on a wide variety of topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- ✓ Promotes the Eastern Shoshone Core Beliefs Curriculum (e.g. Lessons in Life, Respect, Courage, Honor, Sharing, Family, Humility, Honesty, Humor, Language, Spirituality, and Tradition, etc.) for the purpose of instilling these values into the school culture.
- ✓ Recommends solutions to a wide variety of complex issues for the purpose of addressing the business and financial needs of the district.
- ✓ Researches a wide variety of financial and business resource topics (e.g. policies, public accounting practices; guidelines and regulations; etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.

- ✓ Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- ✓ Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.
- ✓ **Must follow Board Policies**

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff; analyzing budgets; analyzing data; conducting meetings; facilitating meetings; interviewing techniques and practices; planning agendas/meetings.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; budget management and public sector accounting. current trends and practices of school accounting systems; education code; federal and state grants management; and school district audit procedures; accounting practices; knowledge of community resources; practices of personnel administration and school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area preferred. Bachelors degree with experience in job-related area is acceptable.

Equivalency:

Required Testing

Drug Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Drug Test
Criminal Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

AS bus

Title IX Coordinator

Title*: Principal
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

Section 504/ADA Coordinator

Title*: Principal
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

Civil Rights Compliance Coordinator

Title*: Superintendent
Address: 90 Ethete Rd, Fort Washakie, WY 82514
Telephone Number: 307.332.5983
Email:

*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title.