

# Maywood-Melrose Park-Broadview School District 89

## Business Manager/CSBO

### THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

- Qualifications:**
- Professional Educators Licensure - Chief School Business Official Endorsement;
  - Master's Degree or Higher;
  - Minimum five years successful experience in Educational Financing;
  - Such alternatives as the Board of Education may find appropriate and acceptable;
- Reports To:** Superintendent
- Location:** Administrative Building
- Terms of Employment:** 12 month position – Salary to be determined by the Board
- Job Goal:** Administer to the business affairs of the School District in such a way as to provide the best possible educational services with the financial resources available.
- Duties and Responsibilities:**
- Supervises the management, safekeeping, and distribution of all funds/financial affairs of the Districts;
  - Acts as adviser to the superintendent on all questions relating to the business and financial affairs of the district;
  - Assumes responsibility for budget development, budget control and long-range financial planning;
  - Supervises all accounting operations including payroll, accounts payable, and accounts receivable;
  - Manages the district's real estate and insurance programs;
  - Supervises the district's supporting services, through the directors of property services, transportation, purchasing, food services, and business services;
  - Interprets the financial concerns of the district to the community;
  - Arranges for the internal auditing of school accounts;
  - Debt service and capital funds;
  - Real estate including site acquisition and sales, rentals, and leases, and non-school hours use of facilities;
  - Collective negotiations including serving on the management team as assigned, preparation of fiscal data, development of techniques and strategies, sharing of appropriate information with employee units and participation in mediation and arbitration as required;
  - Development of Board Policies and Administrative Procedures related to business office operation and fiscal affairs;
  - Development, recommendation, and filing of tax levies;
  - Serve as the School District's agent for the Illinois Municipal Retirement Fund and The Teachers' Retirement System;
  - Evaluates selected members of the Business Office;
  - Participates in professional organizations at local, State and national levels;
  - Attends conferences and workshops to enhance awareness of new concepts and changes;
  - Performs such other duties and assume such other responsibilities as may be assigned by the Superintendent.

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### Essential Functions:

- Ability to lead, organize, manage and keep on task multiple personnel;
- Ability to prioritize and delegate department roles;
- Ability to speak and write in a clear and concise manner;
- Ability to meet proper attendance requirements.

### Evaluation:

- Performance of this position will be evaluated by the Superintendent in accordance with the Board's policy on "Evaluation of Professional Personnel".