



## ASSISTANT BUSINESS MANAGER

### **QUALIFICATIONS:**

1. B.S. Degree in Accounting
2. Knowledge of Public School Financial Accounting preferred
3. Computer skills required
4. Previous job experience in accounting required
5. Knowledge of Governmental Accounting

**SUPERVISES:** Business Office Staff

**REPORTS TO:** Chief Financial Officer

**JOB GOAL:** To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Such duties and responsibilities as may be assigned, including but not limited to:

1. Participates in the management of the financial affairs of district schools.
2. Shares responsibility for budget implementation.
3. Oversees accounting records/operations, money, and credit transactions.
4. Supports payroll clerk for the district.
5. Supervises the collection, safekeeping, and distribution of all funds.
6. Establishes and maintains an effective inventory control of fixed assets and activity fund.
7. Must serve as a backup in times of need when business office staff is out on extended leave.
8. Assists in recruiting, hiring, training, supervising, and evaluating all financial support staff in the business department.
9. Complies with the State Audit Department by arranging for annual audits of all accounts and records by an independent certified accountant selected by the board.
10. Supports all financial affairs for Meridian Public School District grants, E-Rate, and federal applications to include local, state, and federal.
11. Complies with current GASB regulations and provides for tracking and implementation in accordance with MDE State Department of Audit regulations.

### **OTHER DUTIES AS ASSIGNED:**

1. Maintains a complete and systematic set of records of all financial transactions of the district.
2. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.



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3. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers.
4. Prepares financial statements, income statements, and cost reports to reflect the financial condition of the district to the board on monthly reports.
5. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
6. Computes and records cash receipt summaries.
7. Reconciles bank statements monthly.
8. Prepares W-2s, 1099s, and tax returns.
9. Verifies accuracy of payroll after computation by Payroll Clerk before checks are processed.
10. Verifies accuracy of purchase orders and bills slated for payment.
11. Prepares bank transfers to appropriate funds as needed and approved.
12. Prepares bank deposits and tax deposits.
13. Prepares year-end close for accounting system.
14. Records all year-end closing journal entries for the district.
15. Supervises preparation of payrolls, including deductions for withholding tax, pensions, social security, employee insurance, and such other required salary deductions.
16. Supervises preparation and maintenance of all necessary earnings records, deduction records, and similar personnel payment records.
17. Provides advance warning of potential over-expenditure of budgeted funds to principals and management on monthly reports.
18. Prepares financial and other budget reports at regular intervals.
19. Cooperates with auditors and provides information to them as requested.
20. Verifies that miscellaneous revenue is collected and deposited.
21. Participates in the planning of the budget.
22. Demonstrates prompt and regular attendance.
23. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
24. Performs all other appropriate duties as assigned by the chief financial officer.

**TERMS OF EMPLOYMENT:** Salary based on the administrative pay scale at 235 days per year.

**EVALUATION:** Annually