

**Lake City Public Schools
Job Description**

JOB TITLE:	Business Manager
JOB CLASSIFICATION:	Individual Contract-12 month employee, Support staff Fringe Benefit Agreement
QUALIFICATIONS:	Bachelor's Degree in Accounting, with an emphasis in fund accounting and school finance preferred. Good working knowledge of Excel spreadsheets, Microsoft Word and Google Cloud documents/work. Understanding of UFARS and Certification through MASBO Institute (or willingness to become certified) as a Business Manager preferred. Must be able to manage multiple projects, meet hard deadlines, and be flexible in picking up office duties as they arise.
REPORTS TO:	Superintendent of Schools
JOB GOAL:	Provide leadership and oversight of the financial operations of Lake City Public Schools, including direct supervision of the Accounts Payable and Receivable position and Payroll and Benefits Clerk. Ensure accurate and timely financial monitoring, reporting, and forecasting. Maintain responsibility for the overall integrity of payroll and benefits processes by guiding and supporting staff to meet compliance, reporting, and operational standards. Collaborate with Region V Computer Services, MASBO, MDE, and other relevant agencies to remain informed of financial updates and legislative changes that impact district operations. Partner with administration to support strategic decision-making and maintain a strong, sustainable financial position for the district.

Audit

15%

- Facilitate the annual audit by preparing appropriate journal entries, closing allocations, documentation, and reports to an external audit team. Also assist in the preparation of the Management, Discussion & Analysis. Responsible for the final filing to MDE, Standards & Poor and the state auditor.

Budgeting

15%

- Prepare a budget for adoption by the school board before June 30th every year and revise that budget at least once before year end for each fiscal year, seeking input from cost centers directors/principals, superintendent direction, and a finance committee oversight.
- Facilitate budget to actual information to departments in determining accuracy and budget compliance.
- Assist the Superintendent and Board of Education as a resource person in negotiations with employee groups. Prepare costing analysis when necessary.

Office Accounting**10%**

- Aid Superintendent by supplying fiscal records and reports to the School Board and other agencies as needed. Responsible for keeping an updated projection of enrollment, student meals, capital, & software available for analysis.
- Review finance checks issued out of the District Office.
- Closely monitor checking and savings accounts, investing and appropriating monies in a cost saving and timely manner.
- Cooperate with other school personnel in the collection, accountability, and coding of monies and prepare monthly reconciliation of bank statements with accompanying treasurer's report to be presented to the Board every month. Provide monthly district finance reports and student activities reports to the Board for review.
- Back up accounts payable person. Do coding of vendor bills as needed.
- Facilitate the collection attempts for all returned (NSF) checks.
- Update the Chart of Accounts with UFARS changes.
- Liaison for the district in all financial matters (CLA, Hildi, Banks, Insurance Partners, MDE, GCED, Etc.)
- Oversee the financial side of new building projects which includes payments, recording, money draws, arbitrage reporting and U.S. Census Bureau reporting.

Payroll and Benefits Oversight**10%**

- Provide supervision, guidance, and support to the Payroll and Benefits Clerk to ensure accurate and compliant payroll and benefits operations.
- Review and approve payroll processing timelines, procedures, and accuracy of final payroll runs.
- Collaborate with administration to provide financial data related to staffing, salary schedules, and benefits.
- Oversee compliance with federal and state payroll tax laws, wage reporting, and benefit plan regulations.
- Ensure timely and accurate filing of quarterly and annual payroll tax reports (e.g., 941s, W-2s, ACA 1095-C).
- Review and ensure the accuracy of benefit contracts, enrollment trends, and vendor payments.
- Work with legal and financial advisors to interpret and apply changes in benefits laws (e.g., COBRA, ACA).
- Coordinate the preparation of payroll and benefits reports for contract negotiations and annual audits.
- Ensure proper documentation and data integrity for STAR reporting and Notice of Assignment generation.
- Monitor benefit program performance and vendor services; support benefit plan renewals and evaluations.
- Ensure internal controls and risk mitigation strategies are in place for payroll and benefits operations.

Reporting**45%**

- Responsible for submitting annual reports for Unclaimed Property, State Sales Tax Report, 1099's, Tax Reports, Transportation, Levy Certification, Truth-in-Taxation, LTFM, and annual reports to MDE, MN Dept of Rev, State Auditors.
- Maintain the District's secure sites for MDE, Dun & Bradstreet, SAM, IRS, SWIFT, Lake City Forward Bank, and Liquid Assets.
- Oversee the free/reduce application process (apply verification, reporting results to CLICS). Responsible for the direct certification downloads. Prepare all documents for a three year audit.
- Report monthly CLICS information for meal reimbursement.
- Work with GCED to balance our SEDRA system to UFARS (ongoing) and be the finance connection in Special Education reporting with GCED.
- Update SEDRA with our Special Education, ADM (ADM-WE) and LEP numbers.
- Maintain CTE reporting and the MDE system.

Special Project Needs

5%

- Reporting on special grants, including financial data submissions (Ag grant, SHIP, etc.).
- Track and maintain the financial side of Title I, II & IV.
- Track and maintain scholarships for various donations under fund 18.
- Report any employee injuries to insurance companies throughout the year and file the annual OSHA report.
- Serve as election contact to 2 county auditors. Oversee all reporting, filing and processing elections, whether they are Board seats or a question election.
- Attend monthly Board meetings, assisting the Superintendent when needed.
- Back up the office administrative assist on the client welcome, phones, door security, postage, banking, etc.
- Aid in the general financial mechanics of Lake City Public Schools to remain fiscally sound, efficient, and effective as a business office.
- Perform multiple duties in an environment that offers much disruption, while maintaining flexibility in duties and be willing to take on any task needed.

Employee Acknowledgement

Date

Lake City Public Schools reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. This job description is not intended to be all-inclusive, and the employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required."

Approved:

Revised: June 2025