

Greenville Public School District
Job Description
Business Manager

Title: Business Manager
Qualifications: Degree in Finance, Accounting, Business Administration or related field.
Valid School Business License (endorsement 420) or be eligible to obtain a provisional license.
Minimum of three years of experience as a Business Manager or Assistant Business Manager.
Reports To: Superintendent of Education and/or designee of the Superintendent
Job Goal: To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled

Missions and Goals

- Works with the Superintendent and those who he/she supervises to articulate and promote the school system's vision of learning and teaching
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Uses student data to identify program needs
- Develops goals, objectives, programs, and operations that are consistent with the school system's vision, mission, and goals
- Ensures that unit and program plans are consistent with the system's strategic plan
- Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
- Communicates high expectations of students, staff, and parents/guardians
- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools

Management of Educational Resources

- Selects and utilizes personnel to meet the needs of the school
- Administers the finances of the district with sound fiscal management and educational practices
- Assists with the development of the budget and makes allocations to schools in an equitable manner
- Achieves maximum results for available resources and money spent
- Understands and utilizes technology effectively

Budget and Accounting

- Directs all financial accounting matters
- Directs Fixed Asset Plan
- Assumes responsibility for the receipt and expenditure of district funds
- Prepares and implements the school budget
- Reconciles or reviews reconciliation of all bank accounts maintained by the district
- Maintains a continuous internal auditing program for all funds
- Manages short-term investment portfolio
- Budgets money for all schools based upon accreditation standards:
 - ♦ Grade proficiency at each school
 - ♦ Continuous growth at each school
 - ♦ Subject area summative tests
- Budgets money for all schools based upon ADA and ensures that budget assignments meet Mississippi Public Schools Accountability Standards

Planning and Supervision

- Prepares and submit reports to the proper staff members concerning the status of their budgetary accounts to guard against the overspending of any budgeted account
- Arranges for audits of financial statements annually by a CPA firm or the State Auditor's Office
- Recommends new accounting methods as describe and necessary
- Supervises payroll, insurance accounting, activity funds, receipts process, accounts payable, and fixed asset accounting
- Prepares all journal entries
- Approves and signs all receipt warrants
- Conducts cost analysis studies and recommends long-range financial plans and projections of the district
- Performs any other tasks as required by the Superintendent of Education, the Deputy Superintendent, and the designee of the Superintendent

Terms of Employment: Ten, eleven, twelve month year salary and work year will be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.