



POSITION ANNOUNCEMENT FOR BUSINESS MANAGER

Posted: 04/13/2018

Naco Elementary School District #23
Business Manager Position Opening:
Desired Qualifications include:

- Two years verifiable experience in school finance
- Working knowledge of the "Uniform System of Financial Records"
- Experience in utilizing computerized accounting applications
- Possess excellent oral and written communication skills

Salary to be determined by years of education and experience.

Application and job description can be found online at www.naco.k12.az.us and at the District Office.
Open until filled.

POSITION DESCRIPTION :

Job Title: Business Manager
Supervisor: Superintendent of Schools

SPECIFIC FUNCTIONS:

The business manager oversees the business activities of the district and assists the superintendent in the development of the district budget.

QUALIFICATIONS:

- High School graduate or G. E. D.
- Two years verifiable experience in school finance
- Working knowledge of the "Uniform System of Financial Records"
- Experience in utilizing computerized accounting skills
- Possess excellent oral and written communication skills
- Ability to function independently and make informed decisions
- Ability to organize and prioritize work
- Act as a highly confidential employee

Summary of Duties and Responsibilities:

- Ensure that the district's fiscal operations and procedures are in compliance with the federal and state statutes, rules and regulations
- Oversee the business activities of the district and assist the Superintendent in the development of the district budget

- Oversee the expenditure of the district budget
- Serve as district liaison for state-mandated audits
- Ensure the accurate and timely transmission of state-mandated reports
- Oversee the reconciliation of district financial records with the Cochise County School Office and the County Treasurer
- Develop annual financial reports to the Department of Education and the County Superintendent's Office
- Keep informed of the development of business and data processing functions in the educational field, and advise the Superintendent of these developments, together with recommendations for possible implementation in the district
- Present monthly financial reports to the Governing Board
- Prepare bids
- Assist the Superintendent in providing appropriate financial data to the district's employees
- Responsible for District's payroll
- Responsible for District's accounts payable department
- Responsible for District's financial portion of Arizona Department of Education Grant's Management
- Perform other such duties and responsibilities as assigned by the Superintendent