



YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE:	School Business Manager
TITLE OF SUPERVISOR:	Superintendent, Assistant Superintendent, and/or the Superintendent's Assigned Designee
SALARY:	Salary is reflective of the Yazoo County School District salary schedule.
JOB GOAL:	To support and enhance the educational mission of the school district through careful planning (budgeting based on needs and available resources), sound fiscal management (how to get the most and the best from available funds), and effective budget administration (following proper procedures, meeting deadlines, leaving clear audit trails, and balancing accounts, etc.).

JOB OVERVIEW:

A School Business Manager in Mississippi is responsible for all financial, budgetary, and administrative operations of a school district, ensuring compliance with the MS Department of Education and the Office of the State Auditor guidelines. Key duties include preparing the annual budget, managing payroll/accounts payable, overseeing fixed assets, and presenting financial reports to the school board.

MINIMUM QUALIFICATIONS:

- Possess a bachelor's degree in business administration, accounting, finance, or a related field or the equivalent from a four (4) year accredited university with a concentration in accounting;
- Possess previous experience, of at least five (5) years, in Mississippi School District Accounting with multi-million-dollar accounts;
- Hold or be eligible to acquire a license, via the Mississippi Department of Education, as a School Business Manager in accordance with State Board Policy Chapter 71, Rule 71.2;
- Proficiency in the use of computer technology for accounting and other budget administration tasks;
- Proficiency in accounting software, possess strong analytical skills, and have a knowledge of state and federal regulations;
- Possess extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for Mississippi school districts;
- Understand and be able to articulate all the basic principles of fund/governmental accounting;
- Possess the ability to plan, assign, and direct staff;

- Possess and demonstrate the ability to communicate effectively with any supervisors, the school board, department heads, and city/county officials as needed;
- Possess prior successful experience in accounting;
- Work well with people, in various multi-faceted positions, in a leadership role;
- Demonstrate a working knowledge of all the financial requirements issued by the State Audit Department, Federal Grantors, and any other state and federal agencies;
- Communicate the school district's financial situations to the school board and the superintendent clearly and with transparency;
- Work closely with the other school administrators and federal program directors/coordinators; and
- Work to annually obtain eighteen (18) hours of continuing training which must be completed each year to maintain a current and valid certificate.

PREFERRED QUALIFICATIONS:

- Certified Public Accountant (CPA) or ability to earn such distinction in an appropriate amount of time

MAJOR AND/OR KEY DESCRIPTION OF DUTIES:

1. Serves as a resource for and participate in the development of annual and long-range educational plans for the school district;
2. Manages all financial accounting records;
3. Assures that the financial records comply with the financial accounting manual for Mississippi Public School Districts prescribed by the Office of the State Auditor;
4. Reports to the Superintendent and the Board of Education monthly the financial condition of the school district and this reporting must include all information as required by the State Audit Department specifically the inclusion of five financial reports required by MS Code;
5. Supervises the Accounts Payable Clerk and Payroll Clerk;
6. Review all work performed by these clerks and be available to assist and guide in their daily work;
7. Prepares the annual budget;
8. Under the supervision and advice of the Superintendent, prepares the school district's annual operating budget ensuring that the budget is prepared in compliance with all requirements of the MS Department of Education and the Office of the State Auditor;
9. Calculates and prepares, in accordance with all statutory guidance, the annual Ad Valorem tax request for the school district;
10. Collects and makes available tax and other fiscal data needed for district planning purposes;
11. Ensures that all funds are received and deposited in an approved depository, in a timely manner, according to approved school board policy;
12. Maintain the general ledger, of the school district, in a timely and accurate manner;
13. Prepares and submits to the State Department of Education budget reports and budget information as required and all other required reports in advance of the deadlines;
14. Maintains various required accounts to comprehend and account for all funds;
15. Implements and maintains the state required accounting program for school districts;
16. Prepares and submits, for board approval each month, current bills to be paid [claims docket];
17. Invests surplus or currently unused funds in accordance with Mississippi law;
18. Maintains current knowledge of cash flow;
19. Efficiently implements computer software programs to accomplish numerous financial management and accounting tasks;

20. After Board authorization, releases payment of funds according to approved school board policy;
21. Serves as the school district purchasing agent, managing district purchasing in accordance with all applicable statutes and approved school board policy;
22. Ensures compliance with various local, state, and federal requirements;
23. Supervises retirement program records, reporting, and services;
24. Supervises employee insurance programs, records, and services;
25. Supervises payroll operations and employee check disbursement;
26. Supervises account reconciliation and other internal control procedures ensuring a strong internal control system that is continuously monitored;
27. Supervises employee leave accounts and check stub reports for employee checks;
28. Supervises classified personnel employees to perform various functions within the department;
29. Recommends employment of qualified staff;
30. Assigns staff to perform specific tasks and responsibilities within the department;
31. Ensures that staff members are kept current, through appropriate in-service and training, with access to the appropriate technology for their daily operations;
32. Provides financial and budgetary data to principals and department heads in a timely manner as a means for developing and maintaining an effective educational program;
33. Participates in or initiates the formation of financial and budgetary policies intended to strengthen and improve program performances of the school district;
34. Provides information to any supervisors for decision-making regarding employee fringe benefit programs;
35. Advises any supervisors regarding legal complications involving financial transactions;
36. Prepares reports and other forms of communication; and subsequently disseminates those to various appropriate audiences to minimize confusion and improve clarity;
37. Attends school board and local community meetings, as well as, school district, regional, and state professional meetings;
38. Proactively explains monthly financial reports to school board members with specific details and provide a clear understanding;
39. Makes formal and informal reports and presentations to appropriate audiences;
40. Utilizes specific criteria, set forth by the Superintendent, to continually evaluate departmental performance and productivity for optimal efficiency and productivity;
41. Adjusts departmental processes and/or functions based on data derived from monitoring and evaluation;
42. Utilizes appropriate instruments and processes to evaluate performance of assigned personnel;
43. Creates the year-end financial statements ensuring that the financial statements comply with the State Audit Department's requirements and be able to produce all records at the auditor's request;
44. Manages all purchasing ensuring that all requisitions are prepared accurately and do not exceed the budget amount meeting all purchasing laws;
45. Approves all requisitions before purchase orders are produced and submitted to the Superintendent;
46. Reconciles monthly, with no more than one month of reconciliations in arrears, all the financial accounting records to the monthly bank accounts and report the reconciled balances to the Board of Education;
47. Advises the Superintendent on all school district debt issue and payment;
48. Supervises the accounting for all district Fixed Assets;
49. Contracts with auditors and is responsible for making sure that an annual financial audit is performed and that all recommendations and/or adjustments are appropriately answered and implemented, in a timely manner, to meet all deadlines;
50. Manages monthly requests for funds from federal grants and any other reimbursable programs [i.e. drawdowns];

51. Works with federal programs monitoring visits to supply needed information and documentation;
52. Demonstrates prompt and regular attendance daily;
53. Ensures that the district complies with all state and federal laws concerning all financial matters; and
54. Performs other duties as assigned by the Superintendent or his/her designee.

EVALUATION:

Performance of this job position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel as well as the Educator Code of Ethics which is applicable to the School Business Manager as well.

This entity is an equal opportunity provider.