

Lodge Grass Elementary and High School District Lodge Grass, Montana

Business Manager & Grants Coordinator Position Description

TITLE: **Business Manager/Grants Coordinator**

QUALIFICATIONS

1. Administrative experience preferred.
2. Familiarity with school accounting software (accounting, payroll, budgeting)
3. Data processing skill with excel and word processing skills required.
4. Emphasis in budget and finance planning preferred.
5. Comprehensive knowledge of government accounting.
6. Grant accounting familiarity with grant application assistance for Federal, State and Local grants.
7. Such other qualifications as specified by the Board of Trustees.

Superintendent & Board of Trustees

REPORTS TO

JOB GOAL

The Business Manager is responsible to the Superintendent for directing and coordinating district-wide financial management activities involving all school funds; for directing and coordinating business service activities including administrative data processing functions, and use and rental of facilities; and for the performance of related administrative responsibilities incident to the above. The Business Manager functions as a primary resource person in the areas of school finance, revenue structures and business management systems. The Business Manager also serves as the Grants Coordinator responsible for the activities required by law and directed by the Superintendent and the Board of Trustees

PERFORMANCE RESPONSIBILITIES & DUTIES: ADMINISTRATIVE

- Accounts to the Superintendent for compliance with all policies adopted by the Board, and all pertinent rules, regulations and laws; and suggests to the Superintendent new policies that may be needed.
- Manages the business services of the school district. This includes, payroll, accounts payable, accounts receivable, rentals, revenue, budgeting, accounting and grant management
- Communicates requests or problems requiring Board of Trustees action to the Superintendent on behalf of business services.
- Collaborates with administrative and instructional officers in planning, coordinating and implementing systems of operations.

- Interprets district policies and practices as they relate to the business and financial services in the schools to other administrative departments.
- Serves as a member of the Superintendent's administrative team.
- Collaborates with administrative and instructional officers in long-range planning for facilities.
- Assumes responsibility for any and all other duties assigned by the Superintendent and the /Board of Trustees

ACCOUNTING & FINANCIAL REPORTING

- Establishes) directs and supervises all operational and payroll accounting procedures for all school district funds (budgetary, non-budgetary, and student activity funds).
- Properly records expenditures relating to the adopted budget and reports trends or relationships he/she feels are significant to the Superintendent. Contacts any individual involved in budgetary, financial., or property accounting activities as necessary to insure proper management.
- Monitors school district revenue collections for cash flow management.
- Implements and monitors internal control activities for auditing purposes.
- Prepares monthly and annual financial reports of all school district funds for the Superintendent and Board of Trustees and oversees the financial data base reporting system of the district continuously.
- Supervises the investment program of the school district funds in conjunction with other involved governmental agencies.
- Receives all written requests for budget transfers and prepares them for submission to the Superintendent for his approval.
- Coordinates all insurance programs of the District, including fire, extended coverage, contents, general liability, vehicles, wrongful acts and legal liability, employee benefits, and students and athletics.
- Reviews copies of all applications for federal, state, or local projects that involve revenue and expenditures prior to submission to the Superintendent for approval.
- Directs and supervises the fixed asset accounting procedure.
- Reviews all proposed Board of Trustee resolutions for the appropriation of funds.
- Recommends approval for contracted service agreements and other contracts entered into by the school district.
- Cooperates fully in an annual external audit of district operations.
- Determines and distributes an approved designated vendor list to budget managers.
- Implements and monitors purchasing policies and procedures.
- Oversee and supervise the payroll functions for the District.
- Oversee and supervise the accounts payable functions for the District.

BUDGET & FINANCIAL PLANNING

- Prepares recommendations for budget development procedures and schedule of activities and submits these to the Superintendent.
- Prepares statistical data and projections (enrollments, revenues, and expenditures) for budget development and planning.
- Prepares preliminary general fund budget proposals of revenues and expenditures for special levy purposes.
- Develops and distributes prospectus of special levy information.
- Prepares final budget documents for the Superintendent and Board of Trustee approval.
- Develops recommendations for long-range financial planning.

GRANT COORDINATOR

- Assists the Superintendent with annual grant application process.
- Maintain all grant files and grant accounting records.
- Submit reimbursement requests to all granting agencies on a timely basis.
- Prepare and provide a monthly report to the Board of all grant financial activity.

TERMS OF EMPLOYMENT: Twelve month year. Salary and benefits to be established by the Board. Minimum salary \$62,400 and maximum salary \$71,400

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

**DATE
ADOPTED:**

**DATE
REVISED:**