

Williams Bay School District

Position Title: Business Manager

Reports to: District Administrator

Job Goal:

The Business Manager, under the supervision of the District Administrator, has the responsibility to provide sound fiscal management in the operation of all financial matters, including developing and managing the school budget, the investing and borrowing of money, and managing receipts and payments.

Qualifications:

- Bachelor's Degree in education, management, or accounting.
- Master's Degree in School Business Management with appropriate DPI Business Manager license #08 preferred.
- Knowledge of Wisconsin Unified Financial Accounting Requirements
- Background in school financial accounting
- Ability to work cooperatively with Board members, staff, students, and the public.
- Knowledge of and ability to use computers and computer-related equipment.
- Any other qualifications the Board of Education may deem necessary or desirable.

Performance Responsibilities:

Finance and Budget

- Assist the District Administrator in preparing the annual school budget and presenting it for approval to the Williams Bay Board of Education and public.
- Work with the Board and appropriate committees in the development of the District budget.
- Conduct the budget hearing to inform the public of the proposed budget and to receive input.
- Prepare the annual meeting booklet.
- Recommend a tax levy to the Board to support the District budget. Make sure the levy is adequate to keep the District on a sound financial status.
- Assist building principals with developing individual budgets.
- File all necessary reports, claims, and forms to secure all money due to the school district.
- Fill out and file annual and fall reports to the Department of Public Instruction (DPI).
- Fill out and file all other financial claims.

- Borrow money on a long-term basis for any capital improvement or new buildings through working with the Districts financial advisor.
- Borrow money on a short-term basis as needed to keep the District running financially until state aids and tax levy monies are received.
- Invest money on a regular basis, whether through money markets, certificate of deposits, NOW accounts, etc.
- Traces accounting errors and prepares correcting receipt/journal entry adjustments.
- Prepares monthly cash reconciliation report.
- Prepares the Tax Levy Certification and forward to municipalities and Wisconsin Department of Revenue.
- Seek bids according to Board policy.
- Monitor the District's property and liability insurance.
- Monitor the Student Activity Fund.
- Computes retiree benefits.
- Hold contract and benefit review meetings with new staff.
- Develop and supervise the district's maintenance and facility budget.

Financial Operations

- Operate the District's accounting system (budget and payroll) to meet DPI standards and the WUFAR and GAAP standards.
- Assist and direct the administrative assistant in the process of invoices, purchase orders, encumbrances and all other budget information.
- Run the computerized payroll in the processing of paychecks and reports. Reviews actual payroll checks and payroll accounting registers before issuance.
- Make recommendations to the District Administrator in the purchase or lease of equipment to ensure quality and efficiency in the financial and administrative functions of the District.

Food Service

- Use the bidding process to select food services providers or contractors.
- Operate the food service program to make it self-supporting.
- Purchase equipment as needed.
- Monitor the collection of money and the collection procedures used in the food service program. Insure good audit trails and accountability.
- Process all necessary publications and forms regarding eligibility for free and reduced lunches.
- Complete and supervise the filing of monthly claims to the DPI.

Transportation

- Process requests for non-resident transportation, parent contracts, and any other transportation requests.
- Make recommendations to Board concerning hazardous transportation areas, alternative transportation options, equipment and other matters related to transportation.

Human Resources

- Administers a wide variety of personnel policies and programs (e.g. orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Coordinates and participates in District insurance advisory committee for the purpose of ensuring communication regarding insurance information/concerns occurs between administration, employees and the provider. Coordinates RFPs for insurance programs as needed and/or directed by the Superintendent.
- Directs benefit programs for the District (e.g. classification of jobs, payment of wage, health insurance, open enrollment, worker's compensation) for the purpose of ensuring District is in compliance with applicable state and federal regulations.
- Directs employee insurance programs (e.g. medical, dental, vision, voluntary short/long term disability, cancer, ASRS disability) for the purpose of ensuring open enrollment, billing and claims, COBRA conversions are processed in a timely and accurate manner.
- Directs workers compensation program for the purpose of ensuring all work-related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties as quickly as possible.
- Manages multiple Human Resources database systems (e.g., UMR, ADP/Payroll, AESOP/Frontline) for the purpose of ensuring systems are functioning, providing accurate/timely information, and performing the intended service.
- Supervises personnel record keeping procedures for the purpose of personnel processes follow District, state and federal requirements.

Other Duties and Responsibilities

- Attend all Board meetings and committee meetings as designated by the District Administrator.
- Represent the Board at support staff meet and confer along with the District Administrator. Represent Board at teacher meet and confer along with District Administrator.
- Recommend policies to be adopted concerning the fiscal management of the District.
- Work with auditors to complete year-end audit.
- Monitor all monies coming into the District and insure good audit trails and accountability.
- Ensure that all fixed assets are on an inventory and that a copy of important records, including fixed asset inventory, budget, payroll, student records, etc. are kept in a fireproof vault.

- Coordinates the open enrollment process.
- Operate and supervise assigned committees.
- Works with the District Administrator to maintain effective district-community relations and interprets the financial concerns of the District to the community.
- Consults with the District Administrator and other personnel on questions relating to the District's business and financial concerns.
- Performs such other tasks as may be assigned by the District Administrator and building principals.

Terms of Employment:

Salary and work year to be established by the School Board of the Williams Bay School District.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of Performance for certified staff.