

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Business Manager

QUALIFICATIONS:

- a. Bachelor's Degree in Business Administration or related field.
- b. Must be eligible to be bonded and bond must be on file with the County Auditor.
- c. Additional certification as a Business Manager by the Division of Education as recommended.

REPORTS TO:

Winner Board of Education. NOTE: A candidate for the position of business manager shall be screened by the Superintendent of Schools. The Superintendent will make his/her recommendations to the Board of Education. Appointment will be made by the Winner Board of Education. Also reports to the School Superintendent on a daily basis.

SUPERVISES:

School Lunch Personnel; and , staff members assigned to business office.

JOB GOAL:

That the Winner School District complies with all state accounting standards.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a record of inventory and fixed asset items.
2. Publishes notice of vacancies on the board of education when one exists.
3. Maintains a file of declaration of candidates.
4. Publishes notice(s) of election.
5. Specific Duties:
 - a. Maintains an accurate journal of the proceedings of the Winner Board of Education.
 - b. Takes charge of all financial books and documents.
 - c. Issues all checks or warrants for payment of verified bills approved for payment by the Board of Education.
 - d. Prepares the annual report of the district for the Division of Education.
 - e. Performs other duties, within this realm, as may be assigned by the Board or Superintendent.
6. Prepares and submits to the board a monthly report of the state of the school's finances:. Produces, at any board meeting any books/papers pertaining to school finance that may be required.
7. Takes minutes of all school board meetings. In his/her absence this task would fall to the Assistant Business Manager.
8. Within twenty (20) days completes a full account of the previous board meeting (minutes). Signs such minutes after they have been approved by the Board of Education.

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9. All reports, books, records, contracts, and papers shall be retained in his/her office and open to the inspection to board members, the Secretary of Education and Cultural Affairs, the county auditor, and to the public at reasonable hours.
10. Reports the levy in dollars adopted by the Winner School Board to the county auditor prior to September 1st.
11. Works closely with the district's administration in verifying purchase orders, time sheets, maintenance of records for payroll, and in the preparation of the monthly payroll.
12. Provides custody of all monies belonging to the school board. Such monies must be immediately deposited in the bank or banks as designated, in July, by the Board of Education.
13. Maintains an appropriate record of all investments.
14. Understands fund accounting, recording receipts to the correct funding categories, recording disbursements to correct funds and correcting budget within categories.
15. Other: maintains a basic knowledge of appropriate office practices; working with patrons on mileage claims; proven ability to communicate with others; provides coordination of the school's small transportation system; possess a working knowledge of computers; maintain other reports & records that may be necessary in assisting the AST in federal, state, and local accounting; preparation and advertisement of bid specifications; and, performs other responsibilities as assigned by the Board of Education & Superintendent.