

JOB DESCRIPTION - Business Manager

GCA-3

Appointment

1. The annual period of service shall be 260 days with paid vacation as determined by policies established by the board and/or contract as agreed by the board and business manager.
2. The business manager's immediate supervisor is the superintendent of schools.

Duties

1. He/she shall keep the minutes of the board meetings in record books provided for that purpose.
2. He/she shall publish the proceedings of the board as determined by the board, consistent with regulations requiring publication.
3. He/she shall establish a system of accounting to control school district revenue and expenditure.
4. He/she shall supervise the handling of all clearing accounts.
5. He/she shall issue all warrants for the payment of verified bills presented for payment by the board.
6. He/she shall be responsible for the district's books and documents.
7. He/she shall, in conjunction with the superintendent, prepare the annual financial report of the district for the board and the Department of Education (DOE).
8. He/she shall compile and maintain an inventory of equipment for the school district.
9. He/she shall have custody of all money belonging to the district. Upon receipt of district funds, he/she shall deposit such funds in the depositories designated and approved by the board.
10. He/she shall prepare and submit to the board a written monthly report of the state of the finances of the district.
11. He/she shall assist in assessment of needs for supplies and equipment.
12. He/she shall establish specification and bid requirements for the purchase of equipment/supplies for all school buildings and oversee correspondence in these areas.

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JOB DESCRIPTION - Business Manager (Continued)

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13. He/she shall plan and maintain an insurance program to adequately cover all phases of school business.
14. He/she shall be responsible for the audit of all invoices for merchandise/ services and for their payment.
15. He/she shall be responsible for billing any tuition due to the district.
16. He/she shall be responsible for the preparation of ticket manifests and sales for Huron Public Schools and events sponsored by the South Dakota High School Activities Association (SDHSAA).
17. He/she shall be responsible for billing any rent due the district.
18. He/she shall perform duties required as district representative with the South Dakota Retirement System (SDRS), Department of Education (DOE) and the unemployment insurance program.
19. He/she shall administer the adopted budget under the policies of the board and/or the direction of the superintendent.
20. He/she will be responsible for all appropriate correspondence as per his/her official duties as a representative of the board.