

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department: Administration

Job Title: Business Manager

Qualifications: Licensure: Must be licensed as a Business Manager (08) or in the process of obtaining the license in the time frame specified by the Board of Education.

Education Level: A minimum of a Bachelor's Degree in Business or Accounting. Master's Degree preferred.

Experience: Background in budget development/monitoring /reporting, personnel administration, computer-based fiscal operations, transportation programs, and food service programs. Three years of experience in public school business operations preferred.

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to maintain confidentiality in all phases of position. Ability to effectively use a computer for word processing, spreadsheets, and data entry. Ability to work unsupervised and make risk decisions.

Reports to: Superintendent of Schools

Supervises: District Accounts Payable/Purchasing staff; Payroll/Benefit staff; District Accountant; District Facility Manager; Food Service Staff.

Job Goals: To administer all aspects related to the business and financial affairs of the District. To provide effective fiscal and support service leadership. To promote the most efficient and educationally sound use of the financial resources available.

Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Collaborate with the District Superintendent in budget development and long-range financial planning.
3. Prepare the District's annual budget with input from the District Superintendent and the District Administrative Team.
4. Serve as a member of the District Negotiations Team and provide financial support to the negotiations.
5. Administer the District's employee payroll and benefit plans.
6. Administer the District's 403(b) deferred compensation plan.

7. Work with the District's insurance and benefits consultant to bid out and maintain competitive rates for the District's health, dental, life and disability insurance.
8. Maintain the District enrollment projection model to assist in staffing plans and financial management.
9. Maintain the District's debt service records and insure timely payment on all outstanding District bond/note issues.
10. Insure all budgeting, accounting, and business procedures are executed appropriately according to District and Board policies as well as local, state and federal regulations.
11. Evaluate requisitions for purchase of instructional and non-instructional materials and equipment as requisitioned by the teachers, non-instructional staff, and building level principals.
12. Provide business management direction for the District's Transportation, Food Service, and Facility/Maintenance operations.
13. Administer a budget control system for the District to insure proper account management.
14. Act as adviser to the District Superintendent on all questions relating to the business and financial affairs of the District.
15. Provides for continuing process of internal audit control of school business administration processes and procedures.
16. Serves as a District employee and student anti-harassment and nondiscrimination compliance officer.
17. Arrange for the external auditing of school accounts and preparation of the annual financial statements.
18. Educate the community on the District's financial position including the District's Annual Meeting.
19. Work with the District Special Education Director to maximize federal, state, and local IDEA and applicable grants and aid.
20. Assists in establishing and maintaining good relations with civic, professional, service, parent organizations, legislators and the community in general; and by having an active interest and involvement in community activities.
21. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
22. Maintains confidentiality of all information concerning students, staff or parent/guardian in any public setting and chooses the appropriate time, place and supervisor to discuss problems
23. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
24. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District
25. Performs other duties as assigned by the Superintendent.

Terms of Employment: The term of employment for the Business Manager shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

Business Manager

PHYSICAL DEMANDS

| | |
|---------------------------------|---------------------------------------|
| Walking..... | Frequently |
| Sitting/Standing..... | Frequently |
| Climbing..... | Occasionally |
| Crawling/Kneeling..... | Occasionally |
| Bending/Stooping/Crouching..... | Frequently |
| Twisting/Turning movement | Frequently |
| Reaching..... | Occasionally at/above shoulder height |
| Pulling/Pushing..... | Occasionally 10 pounds or more |
| Lifting..... | Occasionally 10 pounds or more |
| Carrying..... | Occasionally 10 pounds or more |

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy settings. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladders to reach heights that are ceiling high and use standard file cabinets in order to maintain records.

Work Environment:

Subject to constant interruptions. Occasional exposure to loud noises. Ability to work in an air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date