



NEVADA COMMUNITY SCHOOLS

1035 15th Street Nevada, Iowa 50201

JOB DESCRIPTION

JOB TITLE: Business Manager/Board Secretary-Treasurer

SUPERVISOR'S TITLE: Superintendent/Board of Education

EMPLOYMENT STATUS: Salary FLSA Exempt Full-year contract
-Salary & work year to be established by the Board of Directors

BASIC FUNCTION: To administer the business affairs of the District in such a way as to provide the best possible educational services with the financial resources available.

ESSENTIAL JOB FUNCTIONS:

General Administration:

1. Performs the duties and responsibilities of Secretary and Treasurer to the Board of Directors as outlined in School Board Policy and the School Laws of Iowa.
2. Acts as advisor to the Superintendent and Board of Directors on all questions relating to business and financial affairs of the District.

Financial:

1. Supervises the management of the financial affairs of the District.
2. Assumes responsibility for certified and operational budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all financial transactions.
4. Administers a budget control system for the District.
5. Ensures compliance with bond- and debt-related issues.
6. Administers a fixed-asset control system.
7. Directs and implements an effective system of internal financial controls.
8. Prepares monthly reports for the Board and program administrators highlighting variances in revenues and expenditures.
9. Investigates operations through appropriate internal audit procedures
10. Arranges and coordinates preparation of documents for the annual financial audit.
11. Implements audit suggestions regarding corrections, adjustments, internal controls and segregation of duties in the Business Office.
12. Develops proposed policies relating to financial management for Board consideration.

Nevada Community School District Job Description

Business Manager

Page 2

Payroll/Human Resources:

1. Acts as payroll officer for the District.
2. Oversees the District's employee benefit program, including the District self-insurance program (if applicable) for medical/ dental, workers compensation, life and disability insurance.
3. Makes timely payments of employee withholdings to appropriate government and retirement systems.
4. Submits required State and federal payments and reports.

Business Office:

1. Supervises and evaluates Business Office personnel and budget.
2. Communicates District budget and operational status to the community as needed.
3. Optimizes the handling of bank and deposit relationships and initiate strategies to enhance cash position and ensure appropriate investment of District funds as prescribed by Iowa Code and District policies.
4. Supervises purchasing and bidding procedures.
5. Operates within the policies of and implement regulations developed by the District.
6. Regularly confers with building principals and administrators regarding problems/solutions related to District operations.
7. Reviews all contracts between the District and outside contractors prior to Board review.
8. Oversees the day-to-day operations of the District finance and business functions.
9. Recruits, interviews and recommends qualified personnel for approved staff openings.
10. Evaluates subordinate staff and makes employment recommendations to the Superintendent.
11. Participates in local, regional, state and national professional / educational organizations to stay current on school finance and related issues.
12. Manages the District insurance program related to property, worker compensation, liability, district-owned vehicles and employee health benefit programs.
13. Responsible for other duties as may be assigned by the Superintendent or Board of Directors.

Iowa School Business Official Standards

281 – 81.7(256) School business official knowledge and skills standards and criteria.

Specific criteria within each standard may be located at
<https://www.legis.iowa.gov/DOCS/ACO/IAC/LINC/8-21-2013.Rule.281.81.7.pdf>

Standard 1. Each school business official shall demonstrate an understanding of Uniform Financial Accounting, governmental GAAP accounting, and statutory concepts.

Standard 2. Each school business official shall demonstrate the ability to implement effective internal controls and accounting processes.

Standard 3. Each school business official shall demonstrate an understanding of and compliance with federal, state, and local reporting requirements.

Standard 4. Each school business official shall demonstrate compliance with applicable federal, state, and local laws.

Standard 5. Each school business official shall demonstrate competence in technology appropriate to the school business official position.

Standard 6. Each school business official shall demonstrate appropriate personal skills.

Standard 7. Each school business official shall engage in professional growth.

Standard 8. Each school business official shall fulfill professional responsibilities established by the school district.

Standard 9. If a school business official is also employed as the secretary or treasurer of the school board, the school business official shall perform those stipulated functions

Nevada Community School District Job Description

Business Manager

Page 4

SPECIFICATIONS/QUALIFICATIONS:

- Possess or ability to qualify for School Business Officer authorization
- Basic criteria include a minimum of an associate's degree in business or accounting or 60 semester hours of coursework in business or accounting of which 9 semester hours must be in accounting.
- Applicants must have successfully completed an Iowa division of criminal investigation and national criminal history background check.
- Successful Experience as an Iowa Public School Business Official or similar field
- Undergraduate degree in finance, business, accounting, or related area

PHYSICAL REQUIREMENTS:

Required Physical Activities: Talking, hearing, sitting.

Physical Characteristics of Work: Involves sitting for long periods of time.

Vision Requirements: The minimum standard with those whose work deals with computers and secretarial work.

WORKING CONDITIONS:

The work is performed inside and the administrative assistant is not substantially exposed to adverse environmental conditions.

EVALUATION:

Performance will be evaluation in accordance with provisions of a Board Policy on Classified Employee Evaluations.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee. Either the District or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The employee or the District must give a 14-day notice of termination. A signed copy of this job description should be placed in the employee's personnel file.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____