

## **Business Manager**

### **Primary Function**

Administer, coordinate and supervise the business and financial activities, buildings and grounds, transportation and cafeteria operations of the School District.

### **Organizational Relationships**

The Business Manager reports to the Superintendent. The following positions report directly to the Business Manager.

- Controller
- Transportation Liaison
- Director of Operations and Maintenance
- Coordinator of Before School Child Care Program
- Accounts Payable
- PM Head Custodian
- Payroll Coordinator
- Food Service Coordinator

### **Qualifications**

- Illinois State Board of Education Professional Educator Licensure with School Business Official endorsement
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle all district information with confidentiality

### **Assigned Responsibilities**

1. Attend all Board Meetings, and prepare such reports to the Board as are appropriate to the primary function and other reports which may be requested by the Superintendent or the Board of Education.
2. Attend all meetings of the Administrative Council.
3. Assist in the recruitment, interviewing and assignment of staff assigned to this position.
4. Direct and coordinate the preparation and administration of the annual budget.
5. Advise the Superintendent and Board of Education in financial planning.

6. Direct the administration of all accounting records; the payment of all bills and other accounts payable (after approval has been duly authorized); the preparation of payrolls; the taking of inventories; and the preparation of all financial reports.
7. Serve as the agent for the Illinois Municipal Retirement fund and administer all employee compensation.
8. Coordinate the administration of all insurance programs for the District.
9. Direct the purchase of all equipment, furniture, machines, provisions and supplies upon receipt of duly authorized approval.
10. Develop procedures and direct administration of the receiving, storage and distribution of all general supplies.
11. Coordinate the preparation of plans and other arrangements for all School District elections with the Superintendent.
12. Direct the maintenance of attendance records for all pupils in the District.
13. Direct the rental of buildings and other properties.
14. Direct the regular pupil transportation programs.
15. Direct the operation of school cafeterias.
16. Direct construction, operation and maintenance of all buildings and the maintenance and repair of grounds, machinery and equipment.
17. Assist the Superintendent in deliberations and discussions with representatives of the custodial and maintenance employees.
18. Direct the District's safety program, civilian defense and disaster procedures.
19. Confer with the appropriate administrator on matters of common concern.
20. Assist in the development of District policies.
21. Direct the investment of District monies as the Schools Treasurer.
22. Represent the District as a member of the School Employees Loss Fund, the Suburban School Cooperative Insurance Pool, and other cooperatives as directed by the Superintendent of Schools.
23. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

Work Year: The work year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> with twenty (20) vacation days.