



ASD JOB DESCRIPTION

TITLE: Business Manager of Human Resources, Payroll, Accounts Payable (Part Time)

POSITION SUMMARY OR PURPOSE

The Business Manager shall have, under the supervision of the Superintendent of Schools, full administrative responsibility (ies) for district accounting procedures, financial reporting, and budget and inventory control.

QUALIFICATIONS

1. Bachelor Degree in Business, Finance, or Accounting.
2. Education and/or training in budget management.
3. Knowledge of Microsoft Office and District proprietary software, Google Suite (Docs, Sheets, Forms, Slides).
4. Classified as Administration in School Policies.
5. Experience in school or public accounting.
6. Experience and ability to organize effectively, independently and work with others.
7. Must have strong people skills and enjoy working with associates.

SKILL SETS

DECISION MAKING: An example of a typical decision made by an individual in this position is to interpret policies/procedures and best practice in school finance and business matters. An incorrect decision made by this position could impact the district legally causing the financial condition of the district to be affected. Errors made in decision-making could potentially result in substantial cost to the District or damage to the credibility of the District.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond professionally to questions from groups of parents, community members, commissions, colleagues and Board of Education.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as interest, discounts, commissions, proportions, percentage, circumference, and volume. Ability to apply concepts of basic algebra, and geometry.



REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract concrete variables.

TECHNOLOGY SKILLS: Proficient use of technology which includes: basic operations and concepts, word processing, spreadsheets, internet usage, critical evaluation of information, data analysis, email, integration of technology.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in budget and finance. Ability to establish and maintain effective working relationships with staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to copy, coordinate, instruct, evaluate and negotiate. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to maintain confidentiality.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending on the activity in the particular part of the day.

This information contained in this job description is for compliance with the American with Disabilities Act. (ADA) and is not an exhaustive list of the duties performed for this position.

REPORTS TO

Superintendent or person designated by the Board or the superintendent.

JOB GOAL

To assure the smooth and efficient operation of the District Business Office so that the office's maximum positive impact on the education of children can be realized.



PERFORMANCE RESPONSIBILITIES:

1. Develops preliminary budget estimates for adoption prior to July 1 and revises budget by January 31.
2. Prepares financial reports for Superintendent and Board of Education monthly.
3. Develops, monitors and evaluates budgets and expenditures.
4. Effectively communicates State school finance laws and other statutes as they pertain to school finance.
5. Recommends new accounting methods.
6. Maintains computerized accounting systems.
7. Reconciles bank accounts. **(ABACUS)**
8. Produces all audit work-papers necessary to expedite the audit process and produces financial statements. **(ABACUS)**
9. Manages and supervises district insurance programs.
10. Manages and supervises purchasing procedures, accounts payable, and payroll activities. **(ABACUS)**
11. Manages accounting procedures of school activity accounts. **(ABACUS)**
12. Manages and supervises capital asset inventory.
13. Coordinates with BOCES Director regarding flow-through funding.
14. Meets all reporting and accounting requirements.
15. Remains current in knowledge of state and federal grant requirements.
16. Coordinates debt service.
17. Ensures sufficient cash flow to cover District expenditures. **(ABACUS)**
18. Monitors transfers between funds. **(ABACUS)**
19. Maintains timely correspondence with CDE and other regulatory agencies.
20. Implements district wide strategic plan(s) and reform programs as they relate to finance.
21. Provides fiscal and technical assistance to principal and staff.
22. Manages the District's investment fund(s).
23. Produces all information for any bond elections and serves on the bond election committee.
24. Administers retirement program.
25. Prepares enrollment projections and assists the Superintendent in projecting staff requirements.
26. Assists the Superintendent in developing and implementing a long range strategic plan for the District as related to finance.
27. Monitors financial policies for the Board of Education.
28. Provides advice and counsel to the Superintendent.
29. Other duties as assigned.



Note: Performs all regularly expected human resources, accountant, accounts payable/receivable clerk duties, functions and responsibilities in addition to those outlined above. Responsible for maintaining personnel files.

1. Responsible for maintaining school district fixed asset inventory.
 - a. GASB 34 Compliance—listing of all assets purchased with a value in conjunction with the district policy.
2. Receiving clerk for the school and verifies in ordering merchandise and handles purchase requisitions. **(Finance Clerk)**
3. Collects receipts and maintains bookkeeping records for student activities accounts which includes completing bank reconciliations on a monthly basis. **(Finance Clerk)**
4. Assistant to the Superintendent:
 - a. Assists in some areas pertaining to transportation; renewing license/registration for vehicles.
 - b. Prepares records for and participates in the CDE audit of the school district's transportation department.
5. Responsible for producing all purchase orders, placing orders and communicating with vendors pertaining to orders placed. **(Finance Clerk)**
6. Responsible for accounts payable for the district.
 - a. Manual coding of bills with CDE Policies and Procedures account numbers, computer input of billing, at least twice monthly in accordance with district policy, balancing payable journal and posting of journals. Processing of checks from various funds, making copies of checks, stamping bills "PAID" and filing copies of checks with billing. Prepare checks for mailing. **(Finance Clerk/ABACUS))**
 - b. Matching invoices with purchase orders. **(Finance Clerk)**
 - c. Verifying accuracy of billing. **(ABACUS)**
 - d. Responsible for remitting payment in a timely manner and assuring accounts are in good standing.
 - e. Communicating with vendors. **(Finance Clerk)**
 - f. Verifies purchasing fund accounts. **(ABACUS)**
7. Responsible for accounts receivables for the district.
 - a. Receipting and depositing all checks / monies received for all funds. Manual journalizing of receipts from deposit slips, computer input of receipts to proper revenue. **(ABACUS)**
 - b. Responsible for collecting, receipting, preparing deposits and posting to general ledger monies received by the school district (gate receipts, students fees, uniform money, and auto shop.) **Finance Clerk/ABACUS)**
8. Responsible in Payroll / Payroll Officer



- a. Acts as payroll officer for the district. **(ABACUS)**
 - b. Handles ALL payroll procedures **(Finance Clerk/ABACUS)**
 - c. Health Benefits Administrator
 - d. Administers retirement program.
 - i. Provides information and works with the insurance broker on renewals and maintenance of health, life, dental and vision insurance.
 - ii. COBRA—Compliance to law and notification of COBRA rights to persons leaving school district employment. **(ABACUS)**
 - iii. W-4 information input of new employees, demographic information, fixed deductions and balance of health insurance premiums, voluntary deductions such as dental and vision, accident, 401k and 403b annuities, benefits amounts, and direct deposit information.
 - iv. Upon receiving accurate salary information from the superintendent, certified employees contract amounts and classified employee salary amounts are set up. The amounts are distributed to account numbers provided for in the CDE Policies and Procedures Handbook, according to the employee's assignment(s) with this information being provided by the superintendent.
 - v. Timecards (if applicable) are double checked. With the coding, input and balancing of monthly exception (variable) entries, payroll is processed by completing several additional steps and posting journal entries. This includes saving the payroll data to a file that is uploaded to the appropriate bank for direct deposit processing. Checks and deposit slips are generated and placed in envelopes for mailing or distribution.
 - vi. EFTPS—Via phone call for payment for federal and state income taxes on a monthly basis.
 - vii. Online PERA—information uploaded and summary sheet to Colorado PERA, monthly within 5 days of payroll date. **(ABACUS)**
 - viii. PERA 401K—information uploaded and summary sheet to CitiStreet (401k administrator for Colorado PERA), monthly within 5 days of payroll date.
 - ix. Form 941—Federal withholding tax report, monthly.
 - ix. Form SUTR—Colorado Department of Labor and Employment Tax Report, quarterly.
 - x. Paying insurance and annuity billings as received, from checks generated through the payroll process from employee benefits and / or deductions.
 - e. Tax Specialist (Handles ALL W2's and 1099 submissions)
 - i. Providing accurate wage and salary tax information to employees.
Submittal of and W2 copies to state and federal governments, annually.
9. Responsible for the bookkeeping of the Athletic Department



- a. Handles the purchase orders and requisitions to pay officials for games. **(Finance Clerk/ABACUS)**
 - b. Handles and disperses all athletic meal money to student athletes and coaches and reconciles all money after completion. **(Finance Clerk/ABACUS)**
10. Responsible for Breakfast/Lunch Program
 - a. Collects, records, receipts, prepares deposits and post to the general ledger all monies received by the school district for the school meals programs.
 - b. Prepares records for and participates in the CDE audit of the school district's food service program.
11. ELPA (English Language Proficiency Act) Coordinator
 - a. Handles all reports and reporting requirements to make sure we are in compliance with state law.
12. Responsible for the safe-keeping and issuing out of school district credit and purchasing cards.
13. Responsible for maintenance of district office files.
14. Supervises the management of the financial affairs of the school district.
15. Assists the superintendent with long-range financial planning.
16. Handles the coordination of the budget development process.
 - a. Implements a budget control system for the district.
 - b. Develops preliminary budget estimates for adoption prior to July 1 and revises budget by December
 - c. Maintains budgetary control and override capability of purchase order system.
 - d. Develops, monitors and evaluates budgets and expenditures.
17. Establishes and supervises a program of accounting adequate to record in detail, money and credit transactions.
 - a. Handles all bank reconciliations for all funds. General Fund, Colorado Preschool Fund, Universal Preschool fund, Capital Reserve Fund, Food Service Fund, and the Trusted Agency Fund.
 - b. Bank Transfers—Transfers all annual allocations to various funds and monthly transfers to cover current expenditures which requires a journal entry for every transfer. **(ABACUS)**
18. Handles all accounting operations / accounting
 - a. Prepares and enters necessary journal entries.
 - b. Manages chart of accounts.
 - c. Distribute grant information and requirements.
 - d. Educate and inform staff of applicable State and Federal regulations of tax reporting.
 - e. Act as liaison between school staff and district administration office.



- f. Perform other miscellaneous State reporting as needed.
 - g. Meets all reporting and accounting requirements.
 - h. Remains current in knowledge of state and federal grant requirements.
 - i. Coordinates Debt-Service.
 - j. Ensures sufficient cash flow to cover District expenditures.
 - k. Maintains timely correspondence with CDE and other regulatory agencies.
19. Coordinates with the Superintendent the management of the district's real estate insurance programs.
20. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
21. Arranges for the auditing of school accounts. **(ABACUS)**
- a. Management Discussion and Analysis (MD&A). Prepares a financial reports based from numbers taken from the financial audit and puts it in a management's perspective which is to be bound in front of Annual Financial Audit (AFA)
 - b. Annual audit of all funds. Provides the auditor with balance sheets, check summaries, accounts payables, accounts receivables, regular and special board meeting minutes, and other information as requested. Input of audit entries per auditor.
 - c. Colorado Department of Education using ADE, Automated Data Exchange System.
 - d. Annually via ADE due December each year for previous fiscal year amounts, usually a four month process having to keep up with all other job responsibilities.
 - e. Other audits—Preparation and assistance with other CDE and state / federal audits.
22. Federal programs and funds—Calculation and request of federal program funds monthly.
23. Assists the Superintendent in interpreting the financial concerns of the district to the community.
24. Serve as a resource to the Board and Superintendent on all financial affairs of the district.
25. Withdraw tax collections and other money belonging to the district from the County Treasurer and deposit to the credit of the district in depositories designated by the board.
26. Withdraw money from appropriate depository and deposit in the proper account with the county treasurer to liquidate bonded indebtedness of the district when redemption of bonds and payment of interest are due.
27. Acts as district liaison between the district and the Colorado Department of Education Finance Unit.
28. Background Checks—Handles all new volunteer and paid employees in the background check area.



29. Risk Management—Handles all aspects of risk management which involves loss control management.
30. Assist in the office as needed.
31. Ability to maintain confidentiality.
32. Attends finance conferences, weekly meetings as assigned by the superintendent.
33. Other duties may be assigned by the Superintendent.

Reports and Other Renewals List

1. Management's Discussion and Analysis—Printed and bound in the annual audit.
2. Workers Compensation Renewal—Submit anticipated payroll amounts for next fiscal year. Later in the year, a completion of an audit of actual payroll for previous fiscal year to determine debit or credit to billing.
3. Preparation of property insurance renewal—Property, vehicle and building insurance renewal annually.
4. Special Education Report—Reports to South Central BOCES, annually. Prepares this report based on current years expenditures and revenues.
5. REAP Grant—Calculation, documentation and request for funds, annually.
6. Preschool Improvement Grant—Calculation, documentation and requests for funds, annually.
7. Workers Comp Claims—Prepare first report of injury and follow-up (as necessary).
8. CDE 18--Comprehensive Budget.
9. Colorado Technical Education (CTE) Vocational Report—Prepares reports based on numbers from the vocational educational department.
10. CDE 40--Transportation Report.
11. Monthly Financial Board of Education Reports (Balance Sheets, Expenditures, Revenues, Payroll, Cash Receipts, and Bank Reconciliations.)
12. Data Management—Uploads and maintains the district's emergency planning software, Alert Now.
13. E-Rate—Handles and implements e-rate policies and procedures which allow spending of certain funds. **(IT Director)**
14. Mill Levy—calculates both the General Fund Mill Levy and Bond Redemption Fund mill levy based on current assessed valuations from the Las Animas County Assessor's office.
 - a. Handles all official documentation of certifying the mill levy to the appropriate county offices; Assessors, Treasurer, and County Clerks.
15. Human Resource Report—Comprehensive report which determines the highly qualified status of the district employees.



16. Consolidated Application and budget process—handles the consolidated application and budget process which entails monthly reports to the Colorado Department of Education and C-FIRS (Tracking system). **(Superintendent)**

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Superintendent. Usually a twelve (12) month contract, with contract days set in conjunction with the regular school year calendar.

SALARY: Up to Step 10 on the 2025 Salary Schedule

WORK SCHEDULE: .5 time, 8:00-12 p.m. Monday through Thursday (negotiable)

WORK YEAR: 12 Month Employee as designated by the annual school calendar. Holidays same as teaching staff.

BENEFITS: Leave, Medical/Dental/Vision/Mental Insurance offered by district

FLSA STATUS: Exempt/Certified

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation.

I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature: _____ Date: _____

(ABACUS, Financial Clerk/ABACUS, Superintendent) in bold indicates assistance, or a duty fulfilled by outsourcing. The Business Office Administrator will oversee these processes.

APPROVED BY BOARD OF EDUCATION: 1.23.10

REVIEWED: 1.23.10

Latest revision approved by Superintendent: 6.10.24

Latest revision approved by Board of Education: 5.22.23