



Business Manager

Qualifications:

1. Illinois Type 75 Certification — Administrative Certification
2. Chief School Business Official Endorsement
3. A minimum of 2 years in an Educational Leadership Position
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Superintendent

Supervises: Staff members designated by the Superintendent

Job Goal: To plan, coordinate and supervise the operation of the financial services office to promote overall efficiency of the school system and its finances so as to provide inspiring educational opportunities for all students.

Performance Responsibilities:

1. Provide overall coordination and leadership to district personnel and programs related to business services.
2. Coordinate the development and implementation of the budget for all funds in accordance with the Illinois School Code.
3. Ensures the district mission statement, belief statements, vision statements, and district goals and priorities are embedded in all business office functions and decisions.
4. Administers the district insurance (property, liability, school board legal, and workers compensation), the employee fringe benefit programs, and the district risk management program.
5. Oversees the overall financial operation of the district including accounts payable and payroll functions, local, state, and federal financial reports, and investing district monies according to Board policy.
6. Develops regular and periodic financial projection reports for the Board.
7. Provides guidance in the preparation of specifications to secure quotes and bids as required by Illinois School Code.
8. Administers inventory control program for the district contents, supplies, and other equipment.
9. Responsible for the preparation and presentation of the annual tax levy and filing of the tax levy request with the county officials.
10. Administers a program of personnel management for all employee groups as well as verifying the completeness of all employee conditions of employment.
11. Prepares all contracts for extra-curricular assignments and all other employee assignments requiring additional pay.
12. Collaborates and establishes partnerships with community members, community agencies, and governmental agencies to respond to diverse community interest and needs.
13. Performs all other duties, which are necessary to ensure the proper functioning of the business office as assigned by the Superintendent.

Terms of Employment:

Salary to be established by the Board of Education on an annual basis
12-month work year

Evaluation:

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