

SCHOOL BUSINESS MANAGER

Job Description

A school's Business Manager plays a key role in the management of all activities, other than teaching, in schools. The Business Manager works closely with the Director/Principal of a school and the Treasurer of the MAX Charter School Board to make sure that the school's budget and resources are used in the most effective and efficient way, allowing the Director/Principal to focus on teaching and learning. The Business Manager shall be responsible for the school's/district's business and financial functions and for its purchases and procurements. The Business Manager is responsible for the accurate and efficient management of financial and operating affairs of the school/district, including such things as payroll, accounts payable, financial reporting and control, budget preparation and control, and purchasing. The Business Manager shall also assist with personnel functions and other duties as may be assigned by the Director/Principal. All business transactions and reports should be sent in a timely manner and should be as accurate as possible. Duties include, but are not limited to:

Financial Management and Accounting

The Business Manager will work collaboratively with the Director/Principal and the Treasurer of the MAX Charter School Board of Directors to:

- Ensure that the accounting procedures within the school system meet all federal, state, and local requirements;
- Develop, implement, and oversee the annual school/district budget to ensure that the school's mission, operations, and strategic objectives are met;
- Implement new accounting procedures promulgated by state and federal agencies;
- Ensure that all student activity accounts operate in accordance with Board policy and proper accounting procedures;
- Oversee the collection of all revenues, monitor the cash flow of all school funds, and make deposits in accordance with Board policy and state statutes;
- Monitor all accounting procedures and resolve any problems, including:
 - Ordering, processing, and making payment to suppliers and contractors for all goods and services provided to the school
 - Ensuring that a full reconciliation is undertaken at least once per month on the operation of all back accounts
 - Maintaining an assets register, preparing invoices, collecting fees and other dues, and taking all necessary measures to recover bad debts;
- Maintain a purchasing system that makes optimum use of school/district resources and updates the purchase order system with current encumbrances;
- Prepare the annual estimates of income and expenditure for approval by the Director/Principal and the Treasurer of the MAX Board of Directors;
- Obtain agreement of budgets and monitor them against accounts;
- Manage the school accounting function effectively to agreed procedures and maintain those procedures by conducting at least an annual review;
- Prepare the final accounts and liaise with the auditors;
- Assure that all financial, enrollment, and state/federal grant audits are conducted as required by state and federal regulations.
- Provide detailed management accounts for the Director/Principal and the MAX Board of Directors according to an agreed schedule, reporting immediately any exceptional problems;
- Provide a comprehensive payroll service for all school staff, including operation of the various pension schemes and other deductions in which the school participates and assist in overseeing a payroll system meeting all federal, state, and local requirements;
- Prepare all financial returns for the required state and local government agencies within statutory deadlines;
- Develop all school/district financial reporting, including but not limited to monthly Board financial reports, monthly distribution of financial reports to administrators and department managers, and annual financial reports required by the State of Louisiana.

SPECIFIC TASKS

The Business Manager will be primarily responsible for the following specific job-related tasks:

- **Accounts Payable**—Verify items received, prepare invoices for payment, and code expenses by object, function, and class codes.
- **Accounts Receivable**—Prepare funds for deposit, go to bank to make deposits, code and post cash receipts, send monthly cash receipts log to Board Treasurer.
- **Purchasing**—Prepare bids and purchase orders, order items approved for purchase, track expenditures by object, function, and class codes.
- **Payroll**--Prepare monthly payroll and keep track of employee time sheets.

- **Human Resources**—Serve as contact person/source of information for such organizations/companies as Colonial, AFLAC, TRSL (Teachers’ Retirement System of Louisiana,) and OGB (Office of Group Benefits.) Prepare contracts and other required paperwork for employees and service providers.
- **MAX Records and Documents**—Maintain and file important documents such as minutes/committee reports for monthly meetings of the MAX Board of Directors and updated copies of the Pupil Progression Plan (PPP), the MAX Charter, the MAX By-Laws, and the MAX Personnel Policies, etc. Have these documents readily available for public viewing.
- **Medication**—Work collaboratively with the school’s administrative assistant/secretary to maintain student medication orders and to administer medicine to students.
- **Grants**—Maintain grant records, submit periodic expense reports, submit reimbursement requests, track funds used, and submit amendments as necessary. Assist administration/individuals in obtaining additional grants from outside sources/entities.

OTHER DUTIES

- Unlock building and prepare office for the day when needed.
- Answer phones, listen to messages, check e-mail and regular mail, and drop off mail at the end of the day.
- Assist administrative assistant/secretary, as needed throughout the day, with parents, students, teachers, and visitors.
- Supply teachers with the necessary forms/supplies and order/replenish school supplies, etc. when necessary and in a timely manner. Assist teachers with copies, technology, etc.
- Call for service on office/school equipment as soon as possible and run errands as needed.
- Remind the administrator of upcoming appointments and meetings.
- Act as point of contact with central and other agencies with regard to grant applications, gifts, and other donations.
- Record, acknowledge, and write thank you/tax letters for donations/gifts.
- Assist the Board as required, including acting on behalf of Board officers as is warranted from time to time.
- Attend job-specific meetings, monthly Board meetings, and any other meetings as needed.
- Use computerized software applications in the performance of duties, as needed.
- Prepare financial and statistical reports for the Director/Principal or for Board members upon request.
- Update and edit the school’s web site when necessary.
- Take on tasks that will enhance the image of the school and use your unique skills and creative talents.
- Work hand-in-hand with the administrator to ensure the successful operation of the school.
- Be prepared to perform any other reasonable duties as assigned by the Director/Principal.

STATEMENT OF UNDERSTANDING: I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the MAX Charter School.

Date: _____ **Employee’s Signature** _____

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