



Rockford Area Schools

Job Description

Business Manager

General Definition of Work

Performs complex professional work directing the day-to-day operations of the business office, preparing and monitoring the annual operating budget, preparing for the annual audit, negotiating employee contracts, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all those assigned to the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Supervises and directs work of Account Clerks, Technology Director, Building and Grounds Director.

Prepares the annual operating budget; monitors for compliance throughout the year.

Plans and prepares work papers for the annual audit.

Serves as district liaison to 4.0 - transportation contractor for the district bus system; serves as liaison to Taher – contractor for food services.

Oversee monthly financial record keeping for the District; directs the overall financial management of the district.

Conducts new employee orientations; oversees and negotiates employee contracts (teachers, support staff, principals and non-aligned); oversees and manages the District's benefit program.

Prepares and electronically submits required reports to the Minnesota Department of Education: STAR, MARSS, UFARS, Title I & II, EDRS.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; comprehensive knowledge of MN School District Public School Finance and Audit Regulations; comprehensive knowledge of state and federal regulations as they apply to school district finances; comprehensive knowledge of the financial statements and reports required for MN public school districts; comprehensive knowledge of MN Department of Education online reporting programs; thorough knowledge of standard office equipment, computer hardware and related software including Smart Finance and Smart HR; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Bachelor's degree with coursework in public finance, business administration, or related field and moderate experience in governmental accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



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Special Requirements

MASBO Certification Program within one year
Smart Finance and Smart HR Training upon hire
Infinite Campus Student System Training upon hire