

## **MOUNTAIN VALLEY UNIFIED SCHOOL DISTRICT**

### **Job Description Senior Management Business Manager**

#### **OVERALL RESPONSIBILITIES:**

Directly responsible to the District Superintendent. Under general direction: leads, plans, organizes, directs, controls, and coordinates the District Office. This includes: budgeting, accounting, purchasing, and a variety of business related functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assure that the District's financial records are accurate and in compliance with County, State and Federal legal requirements.
2. Responsible for the District's budget, accounting, payroll, and purchasing.
3. Coordinate, process and control transfers of budgeted funds as requested by the Superintendent.
4. Serve as a member of the Superintendent's cabinet, District negotiating team and special cabinets as assigned.
5. Attend Board meetings and prepare such reports for the Board as the Superintendent requests.
6. Coordinate the annual budget priority process as requested by the Superintendent and/or Board.
7. Prepare analysis of program costs and methods of financing, including long-range financial projections.
8. Work with site administrators in the development of individual budgets, controls of expenditures, and reporting.
9. Responsible for all aspects of the audit, including acting as the District liaison with the auditor, collecting all requested information, and responding to the State on prior year audit findings. Implements corrective action for audit findings and recommendations. Arrange for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.
10. Make a full and complete itemized report of the finances of the District to the Board, as required by law, throughout the year. Prepares the following specific reports: monthly ADA, P1, P2 and annual ADA reports to the State Department of Education. Prepares the Consolidated Application, prepares annual salary schedules and salary determinations, and prepares, submits, and distribute financial statements and reports to the Board, County Office, or State as appropriate.
11. Analyzes and interprets complex rules, regulations, district policies, education codes, labor laws, reports and publications relating to personnel administration the purpose of ensuring compliance with regulatory requirements.
12. Assist in the execution of the enacted budget, including the recommendation of administrative controls where required or necessary.
13. Assume responsibility of budget development; long-range financial planning; and the presentation of justification for the preparation of additional analysis required to understand the budget proposal for action by the Board.
14. Prepare other related budget requests and program proposals.
15. Performs other related duties as assigned by the Superintendent.

#### **QUALIFICATIONS:**

Knowledge of:

- Principles, practices and methods of school business and personal management.
- Computer word processing and spreadsheet applications.
- School budget procedures.

Ability to:

- Perform complex financial record keeping with attention to administrative detail.
- Write clear and concise letters and reports; make presentations in a clear manner; communicate effectively with subordinates, peers and members of the cabinet, Superintendent, Board of Trustees, and the community.
- Learn specific rules, laws and policies and apply them with good judgment.

Training, Education and Experience:

- Minimum: High School diploma and college level coursework in accounting.  
Recommended: AA or BA degree with emphasis in accounting or finance.
- Bookkeeping or accounting experience
- Experience in an administrative office or school district setting is highly desirable
- Possession of exemplary personal qualities and human relation skill essential to a highly visible leadership position; possession of a high degree of judgment, strategy and diplomacy in dealing with a variety of people; have an entrepreneurial attitude; possess a high level of ethics, integrity, confidentiality, and honor.

Physical Demands: The ideal candidate must be able to complete all physical requirements of the job, with or without a reasonable accommodation:

- Must be able to remain in a stationary position 50% of the time.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequently moves boxes weighing up to 20 pounds across office for various needs.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Responsible to: Superintendent

Work Schedule: 12 months per year  
Paid holidays and vacation time per the Classified Confidential Management Contract

Salary: Senior Management Salary Schedule