

**South Tippah School District
Business Manager
Job Description**

Qualifications:

College Degree & School Business Administrator License

Reports To:

Superintendent

Job Goal:

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available

Duties & Responsibilities:

1. Supervises the management of the financial affairs of the district
2. Works with the Superintendent in the development of budget and long-range financial planning
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions
4. Supervises all accounting operations
5. Acts a payroll officer for the district
6. Supervises the collection, safekeeping, and distribution of all funds
7. Manages the district's real estate and insurance programs
8. Administers a budget control system for the district
9. Advises the Superintendent on all matters relating to business and financial affairs of the district
10. Arranges for internal auditing of all school accounts
11. Assists the Superintendent in interpreting the financial concerns of the district to the community
12. Attends appropriate training to maintain high level of district accountability
13. Meets with superintendent on a regular basis to address district financial status
14. Supports district goals set by District Board and Superintendent
15. Prepare and process accounting adjustments and reconciliations
16. Comply with applicable district, state, local, and federal laws, rules and regulations

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____