



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Rodney Wallace**  
District Superintendent

POSITION: Business Manager  
12 month

LOCATION: District

SALARY: \$68,000 minimum, plus benefit package

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Please apply online at [www.edjoing.org](http://www.edjoing.org)  
Posting will remain open until April 25, 2014.

# El Tejon Unified School District

## **BUSINESS MANAGER Job Description**

### **JOB SUMMARY**

Under the direct supervision of the Superintendent, the Business Manager plans, organizes and directs business services, including budget preparation and control, purchasing, administration of classified services supervision of food services, and related work as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Knowledge of:

School financing (preferred)  
Fiscal management of a school district budgeting (preferred)  
Budget organization and purchasing  
Warehouse and food services program (preferred)

#### Ability to:

Recruit, direct and supervise classified personnel  
Prepare clear and comprehensive reports  
Learn, interpret and apply complex policies, administrative regulations and operational procedures  
Communicate effectively in oral and written form  
Make arithmetical calculations with speed and accuracy  
Understand and carry out oral and written directions  
Establish and maintain cooperative working relationships

#### Experience:

Three years of business related experience (required)  
Five years of school business experience (preferred)

#### Education:

Bachelor's degree in Business or related field (required)  
Training or coursework in school business management (preferred)

### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Plans, organizes, assigns, reviews and directs the work of the district business office. Advises the District Superintendent and the Board of Trustees on all fiscal matters.
2. Attend Board of Trustee meetings and other meetings as required.
3. Prepares, controls and reviews the district budget. Coordinates data processing functions, prepares material for district negotiating team.
4. Prepares a variety of Federal, State and local jurisdiction reports regarding personnel, fiscal and other management operations.
5. Directs all financial accounting and reporting, district purchasing, the management of supplies and equipment, prepares payrolls and B warrants.
6. Assists in the preparation of job descriptions for personnel and directs the posting for job vacancies. Supervises classified personnel and interprets personnel policies.
7. Establishes and maintains an accounting system of receipts and disbursements with adequate reports as required that will keep the Board of Trustees and the Superintendent fully informed at all times as to the financial condition of the school system.
8. Certifies to the Board and Superintendent funds that are available for proposed expenditures according to the budget.
9. Determines that all expenditures conform to the requirements of law and the regulations of the Board of Trustees, the County Superintendent of Schools and the County Auditor.
10. Supervise all phases of financial matters pertaining to the district.
11. Makes budgetary recommendations for capital expenditures, new construction, maintenance and remodeling of school facilities.
12. Works closely with County Schools Office, State and Federal agencies on income entitlement.

**BUSINESS MANAGER**

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- 13. Supervises attendance and accounting reporting.
- 14. Work with County, State and Federal agencies on increasing district income.
- 15. Work closely with district negotiator in the development of employee contract costs.
- 16. Additional duties as assigned by the District Superintendent
- 17. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.
  - 1 = Seldom = Less than 25 percent
  - 2 = Occasional = 25-50 percent
  - 3 = Often = 51-75 percent
  - 4 = Very frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 4 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

- 1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.