

<p style="text-align: center;">East Central Special Education Job Description</p>

04/14/2016

BUSINESS MANAGER

JOB GOAL

- To assist the Director and the East Central Board with the financial matters of the unit
- To assume major responsibilities for managing the district budget on a daily basis
- To ensure that the unit derives maximum educational dividends from the prudent expenditure of district funds
- To work with the district administration and staff in the development and maintenance of an efficient purchasing system
- To assume responsibilities for coordinating all major unit purchases

QUALIFICATION REQUIREMENTS

- Bachelor's Degree in Business Education, Business Administration, Accounting or related area preferred or
- Minimum 2 year associates degree, preferred 4-year Degree in Business or a related field
- High School Diploma with accounting experience
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Possess good communications and interpersonal relations skills
- Prior accounting experience preferred
- Must possess computer skills

ESSENTIAL DUTIES and RESPONSIBILITIES *(other duties may also be assigned)*

- Provide leadership in the development of new accounting methods
- Perform a continuous audit of all unit financial accounts
- Provide monthly financial statements to the East Central Board members and Director/administrator
- Prepare and analyze all financial statements
- Work with the director in the preparation of the budget and present the proposed budget to the East Central Board
- Invest cash on hand into securities which will best benefit the unit
- Supervise and evaluate the accounts payable, accounts receivable, and payroll
- Provide in-service to administration and staff (forms, procedures, etc.)
- Coordinate and monitor the Flexible Benefits Program
- Run computer reports (payroll, bills, revenue reports, building reports, status history, etc.)
- Serve as a resource person during teacher negotiations
- Process travel and reimbursement vouchers
- Manage the financial reports for discretionary grant funds
- Assume those duties as prescribed for this position by the North Dakota Century School Code 15 1-07-21 and NDCC Titles 57 and 21
- Coordinate activities for receiving and distributing supplies and materials to all school district sites
- Develop and maintain the unit's fixed asset inventory
- Develop, administer and coordinate the unit's purchasing program
- Acts as the primary front line person at the Unit office receiving desk
- Schedules use of meeting rooms in the Unit Office and Board room as needed and posts meeting room schedules
- Sorts and distributes the mail received at the unit office
- Assists new hires with employment paperwork and enters additional information as assigned
- Works directly with the background/fingerprinting process to include submitting information and monitoring results

- Works directly with medical providers, and all employees regarding safety/work injury related situation. This includes: Communication regarding corrective action to administrator in buildings. Monitors medical and time loss claims coordinating with NDWSI.
- Completes all Medicaid submissions for reimbursements
- Is responsible for all Medicaid transactions (verifications, submissions, reimbursements and audits)
- Completes requests for reimbursement of student contracts and grant funds
- Prepares expenditures for board approval
- Oversees timesheet submissions
- Oversees accounts of personal and sick leave for all staff
- Oversees and prepares all materials and information for the annual contractual financial audit. This audit is conducted by an outside CPA.
- Prepares and submits the annual financial report for the DPI
- Assume major responsibility for research and other initial work involving unit purchases to assure quality purchases and efficiency in expenditures
- Other duties as assigned by the Director

LANGUAGE SKILLS

- Ability to read and interpret instructions and reports, business correspondence and procedure manuals
- Ability to write routine correspondence and reports
- Ability to effectively present information in one-on-one and small group situations
- Ability to speak effectively before groups of employees
- Ability to effectively present information and respond to questions from the ECSE director and the ECSE Special Education Board

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form

PROFESSIONAL EXPECTATIONS

- Regular attendance
- Punctuality
- Know boundaries of authority
- Flexibility
- Positive attitude
- Respectful towards all students and staff

OTHER SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with teachers, administrator and community
- Ability to speak clearly and concisely in written or oral communication are all critical skills
- Ability to be flexible and creative
- Ability to perform duties with awareness of all district requirements and ECSE Special Education Board policies
- Ability to work without continued supervision and directions

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently walking and standing while performing the duties of this job. The employee may frequently bend or twist at the neck and back while performing the duties of this job. Specific vision abilities required by this job include peripheral vision and close vision such as to read typewritten material. The employee may occasionally lift up to 25 pounds such as student equipment and wheelchairs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. The employee is frequently required to interact with the public and other staff.

Terms of Employment:

The person referred to in this job description will have a 12 month work agreement with a salary as determined by the Director of East Central and the ECSE Board.

Evaluation: Job performance is evaluated in accordance to district guidelines and NDCC by the special education director/supervisor and the East Central Special Education Board.