

POSTING
Business Manager/Board Secretary

Business Manager/Board Secretary Master's Degree in Business Administration preferred. School Business Management experience desired. Strong communication and leadership skills. Proven experience in budget forecasting. Ability to work in a team environment. Experience with Harris ProSoft and PRSBA certification a plus. Start date to be negotiated. Send letter of interest, resume, letters of recommendation, transcripts, and clearances before July 31, 2023 to Raney Zatawski, Administrative Assistant to the Superintendent, Riverview School District, 701 Tenth Street, Oakmont, PA 15139 – or – lzatawski@rsd.k12.pa.us

RIVERVIEW SCHOOL DISTRICT

**BUSINESS MANAGER
JOB DESCRIPTION**

TITLE: **BUSINESS MANAGER**

QUALIFICATIONS:

1. Master's Degree related to the duties and responsibilities listed preferred or Bachelor of Science Degree in Business or Accounting specialization with work experience
2. Understanding of computer operations with a demonstrated skill in using computers
3. Good interpersonal skills for both internal and external communications
4. Strong organization and problem-solving skills
5. Ability to work independently and as a team member
6. Experience associated with activities related to the essential functions noted in this job description preferred

REPORTS TO: Superintendent and shall work with central office secretarial staff, Finance committee of the Board and the Riverview School Board

GOAL: To use strong communication and interpersonal skills to serve as a strategic leader and manager of the School District and Business/Human Resource Office while performing duties associated with budgeting, forecasting, fund accounting, computer applications, accounts payable, cash management, federal/state programs and grant accounting, account analysis, and financial report preparation. Oversees transportation, food services, facilities, and custodial placements. Also serves as Board Secretary.

ESSENTIAL FUNCTIONS:

1. Prepare and present the monthly Treasurer's Report for the Riverview School Board, including reports of all expenditures, investment schedules, tax updates and other relevant financial statements requiring Board approval or information.
2. Establish an effective working relationship with the Superintendent regarding all financial aspects of the school district governance, leadership, planning and budgeting responsibilities.
3. Utilize current electronic and computerized tools for budget planning, development, information and administration.
4. Develop a professional and effective working relationship with local tax collectors, delinquent tax collectors and other local financial agencies to insure maximum and timely revenue collection. Manage and maintain assessment, levy and tax collection information.
5. Direct the bi-weekly administration of the District's payroll account and procedures.
6. Direct the administration of all the District's employee benefits' packages.
7. Direct the administration of all District insurance programs relative to property, general liability, errors and omissions, workers' compensation, student activities, business, auto, crime and builder's risk.
8. Direct the District's requisition process through purchase orders and invoice payment of all supplies and materials as support in the budget.
9. Assist the Superintendent and Board in the development of the Annual Budget utilizing a zero-based budgeting model through a thorough needs assessment, the pro-forma budget, the springtime series of Board budget sessions, the preliminary budget and the final budget adoption in June.
10. Participate as a member of the District negotiating team for all contract negotiations to contribute in the analysis and forecasting of all economic issues.
11. Direct the District's investment portfolio strategy of all district funds according to Board Policy and make recommendations to the Superintendent and Board to maximize the investment return.
12. Provide projections of revenue and expenditures and all essential fiscal data required in the preparation of a prospectus for bond sales.
13. Direct the District's debt service reduction/payment program according to Board Policy through a responsible interaction with bond counsel.
14. Direct the administration of all federal, state and grant monies relative to programs in special education, Titles, I, II, IV and VI, ACCESS reimbursement, transportation, and regular educational programs.

15. Direct the student accounting procedures relative to student attendance and state subsidies.
16. Review and recommend policies to the Board to insure current and legal District fiscal policies.
17. Assist the administration in the accurate and timely completion of all federal, state and local forms relative to District fiscal matters.
18. Utilize tools such as cost-benefit analysis, marginal cost determination, assertive delinquent tax collection, regional economic forecasting and grant application strategies.
19. Prepare and submit competitive grant applications to secure alternative funding.
20. Administer the District Student Activities Account and procedures.
21. Assist in the preparation for the Annual Financial Audit and Annual Financial Report.
22. Administer the fiscal operations of the District Food Service Program.
23. Administer the competitive bidding process relative to the Annual Budget and special circumstances that require the solicitation of quotations or competitive bids.
24. Explore and recommend alternative funding sources to the Superintendent and Board.
25. Assist in the accurate and timely completion of essential PlanCon forms relative to any projects in school renovations and/or construction.
26. Assist in the development of capital improvement plans and the administration of capital improvement funds and capital reserve funds.
27. Conduct all financial matters of the Riverview School District according to state and federal laws, Riverview School Board Policy and the highest ethical standards required of a public official.
28. Maintain membership in the Pennsylvania Association of School Business Officials to maintain current fiscal policies and procedures for the Riverview School District.
29. Administer the transportation contract with the Board approved carrier.
30. Oversees the scheduling of district custodial staff.
31. Assume other reasonable and necessary duties relative to your professional role as assigned by the Superintendent including the supervision of central office business clerical staff and custodial personnel.
32. Exhibit clear, logical thinking; exhibit effective communication skills verbally and through the use of electronic media; exhibit high ethical and professional standards; exhibit initiative, time management, task prioritization, proaction and effective interpersonal skills.

33. Function as a team member with the Superintendent and Board, District Administrative Team, Central Office Staff and professional and support staffs.

POSITION SPECIFICATIONS:

Physical Demands	Sitting at desk for extended periods Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Lifting up to 15 lbs. Frequent carrying – up to 15 lbs. Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
Work Environment	Inside year round – office setting
Temperament	Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions
Cognitive Ability	Ability to lead and supervise various groups of people Ability to communicate effectively in verbal and written modes Ability to make strategic decisions Ability to complete assigned tasks with minimal supervision Ability to project and forecast using financial data Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently and effectively Must possess proficient data entry skills Must possess proficient math and accounting skills
Comments	Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning

The position specifications 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve month Full-Time

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District in accordance with contract.

EVALUATION:

Performance of this job will be evaluated in accordance with contract but at least two (2) times per year.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ *Date* _____

Supervisor's Signature _____ *Date* _____