

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**BUSINESS MANAGER**

**QUALIFICATIONS:**

1. Bachelor's Degree in Finance, Accounting, Business Administration or Related Field
2. Training and experience in Business Administration and Accounting

**DESIRED QUALIFICATIONS**

1. Experience working in a public school setting
2. Experience working with large budgets, preparing complex financial reports, and supervising accounting operations

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** This position is responsible for the financial and business undertakings of the District, with the goal on maintaining the District's financial health. This position works closely with School Administrators in developing and implementing budgets, maintaining strong financial controls, providing non-instructional support services and overseeing the business office staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Works closely with the Superintendent to provide general leadership and oversight for the district's financial resources.
2. Is responsible for accurate handling of all funds, accounting, and reporting procedures.
3. Provides technical guidance for directors and administrators in preparation and implementation of fiscal budgets.
4. Ensures accurate accounting for and oversight of the annual operating budget. Plans, prepares, and forecasts the financial condition of the district including operating, capital budgets, debt, and revenue planning. Reports to the Superintendent and the Board of Directors on the present and future financial operations of the district.
5. Oversees and leads the annual budget and referendum approval process which includes, but is not limited to, working with attorney's for warrants, posting of warrants, working with multiple stakeholders to prepare the budget warrant materials, posting of warrant materials, working with municipalities, preparation of district budget meeting materials, prepares town tax assessments, the budget validation referendum process, and vote certification processes.
6. Responsible for first draft and final draft completion of the year-end financial reports.
7. Acts as advisor to the Superintendent on the district budgets and all other business and financial questions. Keeps the Superintendent advised of the status of all trust/grant accounts and investments.
8. Generates monthly, quarterly, and annual financial reports as needed.

9. Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds.
10. Serves as the district banking officer reviewing and reconciling the monthly banking activities.
11. Ensures district compliance with business and financial data retention requirements, coordinating annually by purging files that have passed the retainage requirement, moving files from the office, and preparing for the new fiscal year.
12. Directs and oversees annual external audit process in accordance with law and Board policy.
13. Implements and monitors district internal financial controls to ensure compliance of district policies and procedures.
14. Oversees all district insurance programs to maintain appropriate levels of insurance and meets with insurance agent(s) to review coverage annually.
15. Manages accounts for federal funds received by the school districts and reports those revenues and expenditures in accordance with requirements. Coordinates and ensures that federal grant budgets are entered accurately and timely into the financial software annually and requests reimbursements at least quarterly.
16. Analyzes financial data, effectively manages district resources, and provides long-range forecasts.
17. Manages the collection, safekeeping, and disbursement of all funds.
18. Manages an accounting system which will provide for:
  - a. Monthly review of district finances.
  - b. Collection of management data.
  - c. A general ledger in accordance with GAAP and audit recommendations.
19. Ensures payroll is performed in an accurate and timely manner.
20. Assists in the preparation of reports in both narrative and graphic form. Financial analysis, budget preparation and reporting utilizing computerized financial accounting/reporting systems and PC spreadsheets, graphics and word processing software.
21. Supervises the management of accounts for the school lunch programs, approving reports as required by the School Nutrition Service.
22. Provides for the security, use, and verification of approvals of the district credit card.
23. Provides user support for enterprise accounting software system, including but not limited to training new users, implementation of new systems and modules, and troubleshooting problems.
24. Establishes good rapport and working relationships with all staff members and makes available the services of the business office when needed.
25. Maintains strict confidentiality regarding all aspects of the operation of the office and its interaction with any and all personnel and community members.
26. Supervises Directors as assigned and oversees these departments.
27. Assists Superintendent and School Board with contract negotiations. Understands district collective bargaining agreements, prepares financial (and other) analysis for collective bargaining purposes and participates as required in collective bargaining negotiation sessions as required by the Superintendent.

28. Acts as the Office Manager in the Business Office and supervises and evaluates Accounts Payable Specialist and Payroll.
29. Acts as liaison with the Department of Education, Maine State Retirement System, and other state agencies with regard to finances and advises the Superintendent regarding policy changes, their implementation, and their impact.
30. Works to enhance revenue opportunities, as appropriate.
31. Oversees and coordinates the district bidding process for leases, services, and supplies.
32. Advises and assists the Superintendent as needed on any matter of business or finance.
33. Other duties as assigned by the Superintendent.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document.

**History:**

Approved: 11/07/12, 11/18/20

Approved: April 13, 2022