

**SERIES 200  
ADMINISTRATION**

234

**BUSINESS MANAGER (Job Description)**

It shall be the responsibility of the Business Manager to account for and record the business affairs of the district in such a way as to support the best possible educational service with the financial resources available, facilitate sound fiscal management of the district and advise the District Administrator and Board on business affairs.

**Qualifications**

1. Proper certification as a school business administrator as required by state law.
2. At least a master's degree in school business management or equivalent.
3. Knowledge of and experience using a computer accounting software system.
4. Working knowledge of the Wisconsin Uniform Financial Accounting Requirements (WUFAR).
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Any additional qualifications established by the Board.

**Responsibilities:**

The Business Manager, in conformance with all current laws and regulations, shall:

1. Develop and maintain an accurate fiscal accounting system. He/she shall:
  - a. Use accounting procedures that conform with the WUFAR.
  - b. Maintain accounts payable and accounts receivable in good order and current.
  - c. Work cooperatively and effectively with auditors.
  - d. Reconcile the bank statements every month.
  - e. Oversee all deposits for the district at the bank(s) designated as a district depository at least once a week or more often as needed.
2. Maintain a thorough data reporting system to assist in preparing the following reports annually:
  - a. District annual meeting report
  - b. Department of Public Instruction (DPI) annual/budget reports
  - c. DPI PI-1202 Fall Staff Report
  - d. Monthly expenditure report and treasurer's report
  - e. Detailed financial report(s) as requested by the District Administrator

- f. Monthly expenditure and claim forms as required for DPI (e.g., Title I, alcohol and other drug abuse (AODA), hot lunch, etc.)
  - g. DPI Pupil Count Report
  - h. Other reports as assigned
3. Organize and maintain records for financial investing, borrowing and planning. He/she shall:
  - a. In conjunction with the District Administrator, prepare information necessary to make recommendations to the Board for short-term borrowing.
  - b. Prepare all necessary forms for borrowing.
  - c. Invest available resources to maximize interest income in keeping with direction provided by the District Administrator and Board-approved financial institutions.
4. Assist in the preparation, implementation and monitoring of the district's budget. He/she shall:
  - a. Prepare preliminary budgets and the final budget within the guidelines established by the District Administrator and Board.
  - b. Establish and maintain a system for budget control.
  - c. Prepare budget forms to distribute to staff for the requisition of supplies and equipment.
  - d. Administer a purchase order system that includes encumbrance reporting.
  - e. Notify the District Administrator of unanticipated, unbudgeted costs.
  - f. Provide information in preparation for professional and support staff contract negotiations (e.g., analyzing fiscal proposals, developing salary schedules, preparing qualified economic offers).
5. Oversee and/or manage the district's insurance programs. He/she shall:
  - a. Implement and maintain an updated fixed assets inventory system.
  - b. Assist the District Administrator in coordinating the school insurance program.
  - c. Receive student and staff accident reports and notify the insurance company in the event of possible claims.
6. Oversee the payroll system. He/she shall supervise the payroll department to make sure that checks are disbursed on a timely basis, that all required and contracted deductions are made and that all associated payroll reports are made on a timely basis and are accurate.
7. Oversee personnel-related recordkeeping and reporting.
8. Coordinate employee benefit programs and the reporting system for these programs.
9. Serve as coordinator of the hot lunch program. He/she shall:
  - a. Supervise and evaluate the Food Service Manager.
  - b. Supervise preparation of monthly hot lunch reports.
10. Supervise and evaluate the facilities coordinator for the district.

- 11.** Function as office manager of the central office fiscal operations.
- 12.** Attend all regular and special Board meetings as requested by the District Administrator.
- 13.** Coordinate support staff conditions of employment and letters of employment in conjunction with the building administrators and District Administrator.
- 14.** Perform all other duties as assigned by the District Administrator.

Legal References:     Sections 118.24 Wisconsin Statutes  
                              121.02(1)(a)  
                              PI 3, Wisconsin Administrative Code

Date of Adoption:     February 19, 1997  
Date of Revision:     January 24, 2007  
                              October 15, 2014