

School Business Official
Job Description
WEST BEND – MALLARD COMMUNITY SCHOOLS

Assignment Description

Position Title: School Business Official

Reports to: Superintendent of Schools & Board of Education

Degree of Authority: This position has the authority to decide or act within major areas of accountability subject to established guidelines.

Executive Summary:

The board employs the School Business Official to serve as the Chief Financial Officer of the board. The School Business Official accounts for all district finances, assists the Superintendent in the budgeting process, and maintains accurate record of board business as Board Secretary.

Desired Qualifications:

- Possess or ability to qualify for School Business Officer authorization
 - Basic criteria include a minimum of an associate's degree in business or accounting or 60 semester hours of coursework in business accounting or which nine semester hours must be in accounting.
 - Applicants must have successfully completed an Iowa division of criminal investigation and national criminal history background check.
- Successful experience in an Iowa Public School Business Official or similar field.
- Undergraduate degree in finance, business, accounting or related field

Knowledge and Skills:

- Effective oral and written skills.
- Able to explain complicated financial concepts.
- Demonstrates strong organizational skills.

Physical Requirements

Physical Activity	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
Mobility			X
Talk			X
Hear			X
Operate Computer			X
Stationary Position		X	
Balance	X		
Lift Up to 10 pounds	X		
Operate Motor Vehicle	X		

Working Conditions

Working Conditions	Amount of Time		
	Occasionally (1%-32%)	Frequently (33%-65%)	Constantly (66%-100%)
School Hours			X
Indoors			X
Evenings	X		
Weekends	X		

Annual Service: 12-month contract.

Salary and Benefits: To be determined by the board.

Financial Planning and Budgeting

1. Prepare in collaboration with the superintendent, line-item operating budgets in a timely manner.
2. Prepare and publish in the district's official newspaper and website, the district's proposed and adopted authorized budget on official Iowa Department of Management forms, as required by Iowa law and regulations.
3. Prepare in collaboration with the superintendent, submit to the Iowa Department of Management authorized budget in a timely manner.
4. Prepare in collaboration with the superintendent, enrollment prepare enrollment projections, long-range plans and projections pertinent to the financial needs of the district.
5. Prepare in collaboration with the superintendent, multi-year projections of revenue and expenditures.
6. Oversee the appropriateness of financial requirements of grants and categorical funded projects.
7. Ensure compliance with bond and debt related reports and associated remittances.
8. Provide regular counsel and advice to the board, superintendent and program administrators on district fiscal responsibilities.
9. Optimize the handling of bank and deposit relationships and initiate strategies to enhance cash position and ensure appropriate investment of district funds as prescribed by Iowa Code and District policies.
10. Administer the continuous maintenance of property inventory and records.
11. Direct and implement an effective system of internal financial controls and strategies to segregate duties as much as possible with the available staff in the district office.
12. Oversee the maintenance of finance and business-related records, reports and district files as determined by district policy and state laws.
13. Communicate district budget and operational status of community as needed.
14. Maintain current account balances for the board, superintendent and activity sponsors, available upon request.

Personnel, Payroll and Payroll Related Activities

1. Ensure that accurate payroll checks (ACH electronic deposits) are issued to all district employees in a timely basis.
2. Make timely payments of employee withholdings to appropriate government and retirement systems.
3. Automate payroll and benefit expense payments, when possible, to minimize delays and human error.
4. Provide opportunities for employees to review compensation and benefits to promote understanding of individual compensation packages.
5. Work collaboratively with the superintendent to provide comparative salary and benefit data for salary and benefits in preparation for employee contract negotiations.
6. Work collaboratively with the superintendent to monitor and evaluate benefit market options to provide the best price and coverage for employee benefits that meet or exceed benefits offered by other school districts.
7. Oversee the district's employee benefit program, including the district's partially self-funded insurance program for all applicable benefits that may include but not be limited to medical, dental, workers compensation, life and disability insurances.
8. Responsible for and preservation of documents and data related to personnel, insurance and benefits.
9. Monitor compliance with 403B rules.
10. Monitor the district's Management Fund to assure sufficient fund balance for anticipated early retirement benefits.
11. Provide timely payment for referee services upon completion of the contracted event or mutually agreeable arrangements of payment after a series of contracted events.

Accounting and Finance Systems

1. Ensure accounting procedures meet state requirements for all accounts.
2. Provide timely payments of bills and other accounts payable.
3. Prepare monthly reports for the Board and program administrators highlighting variances in revenue and expenditures.
4. Investigate operations through appreciated internal audit procedures.
5. Complete, monitor and report activities applicable to state and federally funded programs.
6. Maintain liaison and appropriate county and state officials as related to the fiscal operations of the district.
7. Arrange and coordinate preparation of documents for the annual financial audit.
8. Implement audit suggestions regarding corrections, adjustments and internal controls.
9. Implement audit suggestions whenever possible regarding segregation of duties in the business office with a limited number of district office personnel.

Purchasing and Supply Management

1. Verify invoices matching purchase orders and ordering documentation for price and items shipped.
2. Monitor credit card charges to verify that activity was approved and comply with Board policy.
3. Annually remind staff of district purchasing procedures, Board policy and state law specific to allowable school purchases.
4. Present warrants/bills to the Board of Education at monthly meetings verified ready for approval.
5. Evaluate the operations of the Business Office and budget, making appropriate changes to improve accuracy and maximize efficiency.
6. Make timely submissions of required State and federal payments and reports.
7. Plan and coordinate the development of statistical, financial and management information related to employee records.

Risk Management/Insurance

1. Manage the district insurance program related to property, worker compensation, liability, district-owned vehicles and employee health benefits program.
2. Monitor the district's Management Fund to assure sufficient fund balance for anticipated property/liability premiums and eligible legal expenses.
3. Monitor legislation and state interpretations of allowable uses of the management fund that may include but not limited to risk pools.

General Administration

1. Operate within the policies of and implement regulations developed by the Board and in cooperation with the superintendent.
2. Participate in workshops, conferences and/or other activities designed to maintain knowledge and skills regarding educational management, employee relations and other matters pertaining to effective management.
3. Assist the Board and superintendent to develop proposed policies related to financial management for Board Consideration.
4. Provide public access to board policies and other public information either in print or electronic forms.
5. Publish board policies on the district website including new and revised policies approved by the board within one month of adoption.
6. Perform additional duties and responsibilities assigned by the board and superintendent.

Community Relations

1. Prepare enrollment projections and assist the superintendent in projecting staff requirements.
2. Participate in local, regional, state and national professional/educational organizations to stay current on school finance, policy and related issues.
3. Regularly communicate with the superintendent and building principals regarding problems/solutions related to district policy and regulations.
4. Serve as an officer of the board as board secretary with related duties and responsibilities.

Maintenance & Grounds

1. Verify maintenance and repair invoices with the Director of Buildings and Grounds to assure accuracy.
2. Monitor capital projects, SAVE, Playground and PPEL balances to notify the superintendent and Board of possible low balances that may require revision of projects plans and Board approved budget amendments.

Food Service

1. Manage the free and reduced priced federal lunch program component.
2. Assist the Nutrition Director to resolve issues associated with inaccurate invoices.

Transportation Service

1. Develop systems for reporting accidents, travel and service information.
2. Develop a system of reimbursement and keep track of substitute and activity route drivers' mileage and meals.
3. Assist the Transportation Director with filing and securing new and existing vehicle titles.
4. Verify that all buses and other school vehicles carry property and liability insurance.
5. Monitor the district's Management Fund to assure sufficient fund balance for anticipated transportation related insurance.

Essential Functions

1. Meet and interact with public and employees in routine situations which require tact, discretion and courtesy.
2. Give information and interpretations of policies or procedures related to departmental or school activities.
3. Establish, maintain and monitor accurate, neat and efficient electronic and document filing.
4. Compile information from various sources on a variety of standardized forms.
5. Assist in the orientation and training of the employees of volunteers
6. Prepare accurate minutes of meeting.
7. Ability to handle confidential information with complete security.
8. Gather and prepare appropriate employee attendance.
9. Other duties as assigned.

Required Knowledge, Skills & Abilities Necessary to Perform Essential Functions

1. Computer skills.
2. Ability to communicate effectively and help others.
3. Successful work background.

Desirable Knowledge & Abilities

1. Previous experience in a public school setting or institution of higher education.
 - . Experience working with students and parents.
3. Knowledge of modern office practices and procedures.
4. Ability to maintain clerical records and prepare simple reports
5. Knowledge of and ability to use English correctly and appropriately.
6. Ability to perform required clerical work accuracy and within established timelines.
7. Ability to utilize word processing, data base and spread sheet programs on the computers.
8. Composes and prepares correspondence.
9. Maintains employee data base-telephone directory and physicals.
10. Processes open enrollment requests and maintains open enrollment records.
11. Assists superintendent with certified enrollment count.
12. Proof read superintendent correspondence and reports upon request.
13. Deposit cash and checks with Board approved banks at least weekly to minimize an attractive target for thief.
14. Cash personal and business checks quickly to allow checks to clear banks to make funds available to the district.
15. Deposit district funds within Board approved deposit limits.
16. Mails or faxes purchase orders to venders.
17. Enters purchase order information in the fund accounting system.
18. Monitor current petty cash fund balance used for postage expense.
19. Assist the Athletic Director with electronic ticket taking for state and local events.
20. Issues staff activity passes.

Position Specific Attributes

1. Ability to meet and interact with public and employees with tact, courtesy and discretion.
2. Ability to compile information from various sources and type on a variety of forms.
3. Ability to exercise independent judgement in the interrelation and application of standard practices and procedures.

Applicable School Business Official Standards & Criteria

1. Iowa School Business Official Standards.
2. 281-81.7(256) School Business Official Knowledge and Skills Standards and Criteria.

<https://www.legis.iowa.gov/publications/search/document?fq=id:486852&pdid=700964&q=school+business+official#281.81.7>

Evaluation:

Performance of this job will be evaluated in accordance with federal and state law, board policy, and the preceding job description by the superintendent of schools.

Equal Employment Opportunity:

It is the policy of the West Bend-Mallard School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status in its educational programs and its employment practices.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

SBO Standard #1: Financial Understanding

- Codes school finance data in accordance with Governmental GAAP Accounting, the Uniform Financial Accounting Manual, and the current Chart of Accounts.
- Understands the certified budget process.
- Understands the content and purpose of the Aid and Levy Worksheet.
- Understands the concept of spending authority.

SBO Standard #2: Internal Controls

- Provides detailed financial data that is useful to the board and other decision makers.
- Delivers a monthly statement of receipts, disbursements, and balances for every fund.
- Reconciles bank statements monthly.
- Forecasts a line item budget.
- Aligns line item budget with the certified budget.

SBO Standard #3: Reporting Compliance

- Maintains an accurate and separate account of each fund.
- Files taxes and financial reports in a timely manner.

SBO Standard #4: Legal Compliance

- Understands and implements board policies and procedures.
- Maintains a working knowledge of laws applicable to school districts.

SBO Standard #5: Technological Competence

- Manages and navigates school accounting software
- Inputs financial data onto word processing, spreadsheet, and other programs as needed.
- Uploads financial data through the Iowa Education Portal and other reporting websites.
- Remains current with accounting technology.

SBO Standard #6: Communication Skills

- Communicates effectively with stakeholders.
- Maintains confidentiality of restricted information.
- Analyzes and troubleshoots problems.
- Participates and contributes to a district's vision and goals.

SBO Standard #7: Professional Development

- Applies research, knowledge and skills from professional development opportunities to improve practice.
- Engages in annual review of district and accounting practices.
- Works collaboratively to improve professional practice.

SBO Standard #8: Ethics

- Encourages an environment of mutual respect, rapport, and fairness.
- Makes deposits and payments as authorized by district policy and federal and state laws
- Adheres to board policies, district procedures, and contractual obligations.
- Ensures district policies are not in conflict with the law.

SBO Standard #9: Board Secretary and Treasurer [*Applicable only if also employed as Board Secretary and/or Treasurer*]

- Takes oath of office within 10 days following appointment.
- Publishes minutes, bills, and salaries on a timely basis.
- Files bonds and ensures the level of coverage is adequate.
- Holds office until a successor has been appointed and qualified.
- Informs appropriate authorities of the names, addresses, and changes of board officers.
- Maintains separate and complete books for minutes and elections.
- Delivers all claims to the board for audit and allowance.