

RICHMOND ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	Chief Business Official (Business Manager)
School Site:	Richmond Elementary School
Report To:	Superintendent/Principal
Classification:	Classified Management
Work Year:	12 months
Salary:	As stated on Negotiated Classified Management Salary Schedule

General Summary:

Under general supervision of the Administration, the Chief Business Office (Business Manager) performs a wide variety of Fiscal duties; public relations and communication services; related work as required. This position is distinguished by the relatively small amount of supervision received since many of the duties may be performed independent of the Superintendent/Principal.

Required Qualifications: High School diploma or GED

Desired Qualifications:

1. A degree in business or related field and/or Chief Business Official Certificate
2. Computer literate
3. Proficient with Microsoft Office Program
4. Proficient with QSS Accounting System
5. Ability to work on multiple tasks
6. Criminal Justice/Fingerprint clearance
7. TB Clearance
8. Perform tasks involving use of independent judgement and professionalism

Typical Duties and Responsibilities:

1. Prepares the annual budget, interim reports, unaudited actuals, and related state financial reports.
2. Maintains budget and general ledger activity
3. Processes purchasing and bill warrants
4. Collect, compute and process timecards and payroll following all payroll laws and human resource policies.

5. Oversees and processes revenues and accounts receivable.
6. Coordinates and maintains all health and welfare benefits.
7. Works with Superintendent/Principal to complete Board Agendas
8. Completes Board Meeting minutes, Board packets, and attends all Board Meetings
9. Knowledge of California Education Code
10. Knowledge of Local Collective Bargaining Agreements
11. Knowledge of Labor Law Codes
12. Maintain Human Resource documents to Leave Accounting, Timesheets, and Collective Bargaining Agreements.
13. Interact with staff in negotiation sessions
14. Prepares data and document collection for the District's annual year end audit with contracted independent auditor.
15. Prepare numerous required fiscal reports throughout the fiscal year.
16. Helps promote good public relations and maintains District confidentiality policies
17. Participate in professional development provided by the District that are relevant to and/or required by the Superintendent/Principal or designee
18. Working knowledge of Family Education Rights and Privacy Act (FERPA)
19. Working knowledge of Mandated Reporter regulations and child abuse laws
20. Working knowledge of school guidelines and rules of Richmond Elementary School.
21. Working knowledge of the District's insurance through NCSIG and maintains necessary records.
21. Understand and apply the District's rules, regulations, procedures and policies.

Physical Requirements:

Hearing and speaking to exchange information in person and/or on the telephone; sitting or standing for extended periods of time; dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; climbing, walking over rough or uneven surfaces; moderate stress level.

The above statements describe the general nature and level of work being performed by individuals assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Board Approved: _____