

Job Vacancy

Title/Position: School Business Manager/Treasurer

Start Date: December 1, 2020

Job Description: The Business Manager shall administer all aspects of the School Corporation financial and business operations, following the general policies provided by the Board of Education. (See full description below)

Qualifications:

- Experience in accounting, finance, and operations in business, education, or governmental agencies.
- A bachelor's degree and related experience in any of the following areas: Business Administration, Accounting, Finance, or Educational Administration.

Terms of Employment: Full Time, twelve months per year. Does not require a teaching or administrative certificate. Salary and work year will be established by the Superintendent and approved by the Board of Education.

Reports to: Superintendent of Schools

Application Timeline and Process:

Please submit a resume (including 3 professional references) and letter of interest to Dr. Annette Zupin, Superintendent at azupin@njsp.k12.in.us

Deadline is October 30, 2020.

Job Description

Financial Leadership

- Serve as the leader of the financial operations of the school corporation
- Prepare the annual budget
- Prepare State, Local, and Federal financial reports
- Analyze the financial details of past, present, and expected operations in order to coordinate and direct the financial planning, budgeting, procurement, or investment activities of the school corporation.
- Develop and carry out internal control policies, guidelines, and procedures.
- Funding Sources: Assist in the search, development, and submission of grant proposals.
- Implement a system of cash flow management including use of bonding systems and borrowing as necessary.
- Oversee purchasing, bidding, and contracting as well as serving as the central purchasing agent for the school corporation.
- Oversee the free/reduced and textbook assistance applications.

Personnel Administration and School/Community Relations

- Serve as the chief backup to the school corporation's Payroll and Human Resource Manager.
- Supervise the administration of and serve as the Board liaison in collective bargaining processes.
- Maintain open lines of communication and cooperative working relationships with other government agencies. When appropriated, attend meetings of other government agencies to advance the interests of the school corporation.

General Responsibilities

- Manage and delegate monthly transactions related to purchased goods and services, accounts payable, accounts receivable, claim coding, payroll, school lunch fund, employee benefit fund, and all other business services.
- Keep current with federal and state laws impacting the school corporation's business operations and accounting standards, as well as proposed legislation impacting financial operations and school management developments.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and Corporation policies.
- Perform other tasks or duties as assigned by the Superintendent.