



# **DC WEST** Community Schools

**Engage, Prepare, and Empower**

## **Business Manager Job Description**

It is the policy of DC West Community Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Business Manager
- B. Department:** Superintendent's Office
- C. Education Level and Certification:** Bachelor's degree required. Non-certificated position; Nebraska Administrative and Supervisory Certificate is not required. Experience in business management and/or accounting required, in addition to all other required or assigned certification and training.
- D. Reports To:** Superintendent
- E. Performance Responsibilities and Job Tasks**
  - 1. Operate computers programmed with accounting software to record, store, and analyze information.
  - 2. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
  - 3. Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
  - 4. Access computerized financial information to answer general questions as well as those related to specific accounts.
  - 5. Assist the district auditor in assuring proper handling of all district funds.
  - 6. Prepare trial balances of books.
  - 7. Monitor status of loans and accounts to ensure that payments are up to date.
  - 8. Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals and ledgers or computers.
  - 9. Maintain accounting records and produce required fiscal reports for superintendent, board of education, and state department of education.
  - 10. Account for monies received and disbursed, reconcile accounts, maintain records of expenditures and deposits, process invoices, reconcile vendor statements.
  - 11. Receive, record, and cash checks. Promptly prepare bank deposits by compiling data from building administrative assistants, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.

12. Reconcile or note and report discrepancies found in records.
13. Match purchase order forms with invoices, and compile the necessary information for board approval.
14. Input and prepare vendor checks for distribution.
15. Assist the superintendent in creating the district budget and filing necessary records with the state and county.
16. Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
17. Prepare purchase orders.
18. Check in supplies and equipment received and distribute to the appropriate recipient.
19. Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other government documents.
20. Maintain records and submit reports for state and federal programs and grants.
21. Comply with federal, state, and School District policies, procedures, and regulations.
22. Perform general office duties such as filing, answering telephones, and handling routine correspondence.
23. Assist with communications and public relations, answer phones and record messages, respond to requests for information in accordance with established district policies. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
24. Maintain strict confidentiality regarding student, family, and staff information. Adhere to the District Code of Ethics for non-certificated staff, ensuring all interactions are handled with integrity and discretion.
25. Build and maintain positive, professional relationships with students, parents, and coworkers. Serve as a helpful and approachable representative of the District Office.
26. Act as a positive role model within the school community, demonstrating a professional work ethic and a supportive attitude in all daily interactions.
27. Perform other tasks or duties as assigned by the Superintendent, Principal or other supervisors

**F. FLSA Exempt Status:** Non-exempt.

**G. Essential Functions:** The essential functions of the Business Manager position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and performance responsibilities which require effective teaching and communication skills; and (3) the ability to perform the following identified physical requirements.

**H. At-Will Position.** This position is an “at-will” position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent’s designee.

<b>Physical Requirements Business Manager</b>		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing				X	
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling			X		
8.	Reaching above the head			X		
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength			X		
13.	Driving on the job			X		
14.	Typing non-stop				X	
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (screwing a lid on a jar)			X		
16.	Finger dexterity (typing)			X		
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead			X		
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				

Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds		X			
24. 51 to 75 pounds		X			
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
<b>Carrying</b>					
27. 10 to 25 pounds		X			
28. 26 to 50 pounds	X				
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				