



## CONCHO SCHOOL DISTRICT #6

### JOB DESCRIPTION

Job Title: FINANCE/BUSINESS OPERATIONS MANAGER

**FLSA: Exempt**

**TITLE:** FINANCE / BUSINESS OPERATIONS MANAGER

#### **QUALIFICATIONS:**

- Associates Degree in Business or Finance, Bachelors' Degree preferred.
- Three years school or other governmental finance experience preferred.
- Knowledgeable in Federal and State accounting principles and financial reporting, regulations, policies and procedures.
- Knowledgeable in computerized financial systems, data bases, Microsoft software products, and ability to learn new programs.
- Ability to analyze financial statements, audit reports, contracts, or other business/financial documents.
- Previous supervisory experience preferred.
- Personal hygiene maintenance.
- Ability to develop and maintain effective relationships with students, staff and parents.

**REPORTS TO:** District Administrator

**GENERAL FUNCTION:** Oversees and supervises the District's business office staff and operations such as Payroll, Accounts Payable, and General Fixed Assets using generally accepted governmental accounting principals in order to effectively manage the District's finances.

#### **PERFORMANCE RESPONSIBILITIES:**

- Makes every effort to ensure district is in compliance with Arizona Department of Education (ADE) guidelines and Arizona Revised Statutes (ARS), Uniform System of Financial Records (USFR), Auditor General's recommendations and auditing standards.
- Acts as financial liaison between the District, County, State and other private/governmental entities or individual parties.
- Communicates the District's financial status to District Administrator and Governing Board through preparation of voucher approval reports and other appropriate financial reports on a monthly basis or as needed.
- Prepares fiscal year budget or revisions and provides long range budget planning, with recommendations from the District Administrator and the District's management team.
- Prepares annual tax rate recommendations, annual financial reports with summaries, financial surveys, and other financial documents as needed.
- Reconciles District expenditures and revenues on a monthly basis or more often as appropriate and monitors revenues received and deposited to County Treasurer's office on behalf of the District.
- Prepares County Treasurer Deposit Transmittal Report for miscellaneous revenues.
- Acts as custodian of all records, such as employee, financial, and archival, excluding student records.
- Assists District staff in bidding procedures as outlined in the bidding and procurement policies, including sales and disposal of school property.
- Prepares and reconciles the financial portion of federal and state grants, including initial submission of grants, monthly cash management reports, completion reports and other financially geared requests from the granting agencies.
- Determines the budget capacity and the correct funding to be used with each requisition.
- Oversees the preparation of expense vouchers and maintains records of all purchases; including requisitions, purchase orders, and packing slips, credits, returns and vendor information, both manually and electronically.

- Oversees the preparation of payroll vouchers and maintenance of timesheets, employee files, and undifferentiated leave records, both manually and electronically.
- Prepares or oversees the preparation of the monthly Child Nutrition Program Reimbursement report. Assists Food Service Manager in compliance with the National School Lunch Program.
- Maintains or oversees the maintenance of the District's checking accounts (revolving fund, food service clearing fund, student council fund) and credit card accounts.
- Oversees the maintenance of the fixed/capital asset and supplies inventories in accordance with GASB regulations and requirements.
- Acts as liaison for employee benefits plans including health/dental insurance, long term disability, Arizona State Retirement, 403(b) annuity plans, etc. and maintains employee/retiree health and dental plans, and prepares or oversees the preparation of employee voluntary deductions, including payment transmittals.
- Prepares or oversees the preparation of employee quarterly reports, including Arizona State Tax, Federal Taxes, Workmen's Compensation, Unemployment, etc. and prepares and transmits W2's and 1099's to employees, vendors, and taxing agencies annually.
- Acts as liaison between district and auditors to provide requested information from all departments. Works with auditors and district departments to correct any deficiencies, when noted.
- Assists Facilities/Transportation Manager with non-school entities compliance/payment of facilities use fees.
- Acts as a District representative to the Arizona School Risk Retention Trust; assists with the management of underwriting, claims, loss prevention and other programs for the District (in conjunction with Facilities or Transportation Managers).
- Assists with the preparation of ADE Transportation, bus inventory, and other State reports as required.
- Prepares or oversees the Mileage Reimbursement Program, including submission of reimbursement vouchers and other reports as required. (transportation to provide verification of mileage)
- Prepares and maintains files of workers' compensation claims.
- Provides fingerprint preparation services for employees and volunteers.
- Assists District Administrator in complying with the Fair Labor Standards Act (FLSA).
- Act as back-up Notary Public for school.
- Attends Team meetings, School Board meetings and any other meeting deemed necessary by the District Administrator.
- Attends conferences/trainings/webinars as necessary to keep abreast of current financial requirements for school districts.
- Perform other duties as may be assigned by the District Administrator.

**TERMS OF EMPLOYMENT:** 12 months  
Employee benefits in accordance with district policies.

**EVALUATION:** Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

**CLASSIFICATION:** Classified Staff  
Revised, Board Approved February 14, 2023



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_