CODE: 

CLASSIFICATION: Certified/Administration

TITLE: Assistant Business Manager

CERTIFICATION: 

QUALIFICATIONS: 
- BA degree with accounting and management coursework
- Three years of accounting experience in public, non-profit organizations
- Experience in a public school system is recommended
- Familiarity with government funds
- Familiarity with current financial software programs
- Appropriate and acceptable alternatives to these qualifications as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent for Finance & Operations

SUPERVISES: 
- Benefits Specialist
- Administrative Secretary: Accounts Payable
- Administrative Secretary: Receptionist

JOB GOAL: To regularly and directly assist the Assistant Superintendent for Finance & Operations in the coordination of all financial functions defined by the Board of Education policies and procedures and the Illinois School Code.

PERFORMANCE RESPONSIBILITIES: 
- Possess effective oral and written communication skills and abilities.
- Able to comprehend and follow written and verbal instructions.
- Able to understand and adhere to District policies and procedures.
- Able to handle and maintain the confidentiality of employee, student, school board, collective bargaining and other sensitive District information.
- Able to work cooperatively with colleagues.
- Of good moral character and possessing temperate, ethical and industrious habits.

ESSENTIAL PERFORMANCE RESPONSIBILITIES: 
- The Assistant Business Manager must be able to customarily and regularly exercise discretion and independent judgment with respect to performing the following responsibilities:
- Perform all financial accounting for the School District.
- Interpret, apply and explain rules and regulations as they apply to school financial operations, and consult with Assistant Superintendent of Finance & Operations regarding such rules and regulations.
- Assemble and analyze financial and accounting data and make appropriate recommendations.
- Collect all tuition, fees, rental and other moneys due the Board of Education, and properly account for monies apportioned by the federal, state or local government.
- Deposit all miscellaneous revenue collected and update appropriate revenue accounts by posting bank deposits as well as automatic deposits of property tax and state aid revenues.
- Prepare, enter and record all disbursements of District funds. Review, process and reconcile all transfers and journal entries.
- Monitor, interpret and implement accounts payable and purchasing processes, policies and procedures and overall expenditures as related to the budget, and make recommendations to the Assistant Superintendent for Finance & Operations regarding such processes and procedures.
- Review all requests for reimbursements and make recommendations regarding approval of such requests to the Assistant Superintendent for Finance & Operations or Superintendent.
• Prepare bids as required in compliance with the School Code.
• Verify bank balances with statement in accordance with internal control procedures.
• Balance and close each month of transactions including fiscal and calendar years closings, prepare financial statements, income statements and cost reports to reflect the financial condition of the District as required.
• Review payrolls, including deductions for withholding tax, pension, social security, medical insurance, dental insurance, life insurance and other salary deductions authorized by the Board of Education.
• Maintain all necessary earning records, deduction records and similar personnel payment records.
• Assist administrators responsible for state and federally funded programs in preparing program budgets and required quarterly and annual expenditure reports.
• Prepare for the audit of all accounts and records annually by a certified public accountant selected by the Board of Education and assist the auditor in this process.
• With Board Treasurer, properly account for District investments and comply with Board policy and School Code to ensure safety of funds with beneficial investment returns.
• Assist Assistant Superintendent for Finance & Operations in collection of data, compilation and presentation of annual levy, budget and projection documents, preparation of collective negotiations information and material, and managerial accounting reports to ensure cost-effective educational program.
• Assist Assistant Superintendent for Finance & Operations with the preparation of confidential collective bargaining proposals by accessing, gathering and assembling confidential salary and other financial expenditure information and preparing spreadsheets and other requested information related to costs of salary and other economic proposals.
• Demonstrate the ability to maintain the confidentiality of school board, collective bargaining and other sensitive District information.
• Complete required Illinois State Board of Education reports and grants including General State Aid, Average Daily Attendance, transportation claims and special education cost formulas.
• Make recommendations to the Assistant Superintendent of Finance & Operations regarding the evaluations of the Benefit Specialist, Administrative Secretary: Accounts Payable, and Administrative Secretary: Receptionist.
• Perform other assignments as delegated by the Assistant Superintendent for Finance & Operations.

TERMS OF EMPLOYMENT: Terms and salary to be established by the Board of Education.

EVALUATION: Evaluation of this job will be completed by the Assistant Superintendent for Finance & Operations.

FLSA STATUS: Exempt

ADOPTED: April 11, 2011

The statements in this job description are intended to describe the general nature and level of work to be performed by an individual assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and school Board Policy and procedures. Essential and marginal job responsibilities are subject to modification.