

## JOB DESCRIPTION

**TITLE:** Business Manager

**QUALIFICATIONS:** Must hold one of the following: 1) a baccalaureate degree with a minimum of 24 hours of business-related courses, such as accounting, finance, or management; 2) a certified public accountant licensed in Louisiana; 3) a master's degree in public or business administration. Applicant must also have not less than three years of work experience in a field relevant to duties and responsibilities of a lead school business administrator. All lead school business administrators must acquire Certified Louisiana School Business Administrator (CLSBA) certification by the Louisiana Association of School Business Officials (LASBO) within seven years of the date of hire as an administrator/chief financial officer/business manager and maintain certification while employed in the schools system. A CPA license may be substituted for the CLSBA certification. The CPA license must remain in active status while employed as a lead school business administrator/chief financial officer/business manager while employed in system.

**GOAL:** To assist the Superintendent with business and financial affairs of the parish school system.

**SPECIFIC RESPONSIBILITIES:**

A. Contacts and relationships

1. Supervisory

- a. Supervision received
  - 1. Directly: Superintendent
  - 2. Indirectly: N/A
- b. Supervision exercised
  - 1. Directly: Accounting personnel
  - 2. Indirectly: N/A

2. Organizational

- a. Internal
  - 1. Continuous contact with accounting personnel, supervisors for maintenance and transportation, and Superintendent.
  - 2. Frequent contact with district and school personnel.
  - 3. Occasional contact: N/A
- b. External
  - 1. Continuous contact: N/A
  - 2. Frequent contact with district and school personnel.
  - 3. Occasional contact: state auditors

B. Functions

1. Planning

- a. Plan program of self-improvement and professional growth
- b. Supervise the compilation of budgets in coordination with educational planning
- c. Supervise the organization of lunchroom accounting procedures in the schools
- d. Organize accounting procedures within the district according to general acceptability
- e. Organize specifications and procedures relative to public bidding
- f. Plan program of in-service training for accounting staff and managerial staff within the district
- g. Make recommendations for policy changes to Superintendent

2. Implementation

- a. Serve on management team for decision-making purposes when required
- b. Direct all financial accounting
- c. Provide debt service and capital fund management
- d. Receive and process purchase requisitions
- e. Maintain the security and preservation of financial and business records for the system.
- f. Administer the property insurance program for buildings and contents

- g. Administer data processing services
  - h. Provide financial information of purposes for decision-making
  - i. Reconcile internal and external audit reports
  - j. Administer in-service training for appropriate personnel
  - k. Refer personnel vacancies within department to Superintendent
  - l. Participate in professional growth activities
  - m. Schedule and approve leave and travel requests within department for Superintendent's approval
  - n. Administer public bid law procedures
  - o. Receive bids for processing
  - p. Administer employment compensation procedures
  - q. Perform all other duties as required
3. Control
- a. Evaluate accounting personnel for Superintendent
  - b. Audit vendor records to verify tax yield
  - c. Inventory system supplies and equipment
  - d. Maintain appropriate records for audit
  - e. Audit financial transactions for propriety, legality, and accuracy
  - f. Revise business procedures when necessary under the direction of the Superintendent.

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Employee Signature

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Date