

## JOB DESCRIPTION

TITLE: Business Manager

QUALIFICATIONS: BS/BA in Accounting, Business Management, Business Education. Five to seven years of work experience in an accounting environment preferred.

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 division directors and school personnel
    3. Occasional contact: N/A
  - b. External
    1. Continuous contact: N/A
    2. Frequent contact with division directors 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 division 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 division
  - g. Make recommendations for policy changes to Superintendent