

**Richland Parish School Board
Job Description**

TITLE: Business Manager

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

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. Applicants 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 the system.

REPORTS TO: Superintendent

SUPERVISES: Administrative Assistant to Business Manager A and B, General Fund Bookkeeper, Payroll/Benefits Bookkeeper, Secretary/Bookkeeper, Front Desk Receptionist(s) and supports all accounting personnel system-wide.

JOB GOAL: To assist the Superintendent with business and financial affairs of the parish school system. To create and maintain systems and processes for recording, analyzing and reporting the financial information of the School Board in accordance with generally accepted accounting principles

TERMS OF EMPLOYMENT: 12 Months

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

1. Work cooperatively with administrators and school based personnel.
2. Maintain essential records, inventories, and backups.
3. Submit Richland Parish student/school data to the LDOE as required.
4. Maintain a thorough understanding of district funds and general account code definitions provided in the Louisiana Accounting and Uniform Governmental Handbook (LAUGH), BESE Bulletin 1929, and state reporting classifications to ensure financial transactions are accurately recorded in the general ledger and reported in financial statements and state and federal reports.
5. Keep the Superintendent informed of any significant issues that arise in any area of financial transactions any activity that is not conducted in accordance with established procedures or sound business practices as soon as it becomes known.
6. Review and update financial accounting procedures annually that encompasses the complete fiscal cycle to ensure efficiency and adequate internal controls throughout all

financial processes. Submit updated procedures to the Superintendent for review and approval. Assist with the implementation of accounting procedures and best practices with adequate internal controls districtwide.

7. Perform financial tasks to complete monthly and fiscal year-end reconciliations and closeout.
8. Prepare a chart of accounts to be used by grant managers to record grant program activities in accordance with LAUGH and meet grant reporting requirements.
9. Maintain current knowledge and understanding of federal Uniform Grant Guidance regulations for procurement and allowable costs and state procurement laws and a mindset of monitoring transactions for compliance on an ongoing basis.
10. Monitor the status of grant program reimbursements and timeliness of filing claims.
11. Assist in the preparation of monthly, quarterly, and annual financial reports and budgets; and assist in compiling and submissions of regulatory state and federal reports.
12. Assist in the development and implementation of financial accounting systems software and procedures for district and school level accounting.
13. Assist in conducting staff training, individually or in a group setting, as necessary.
14. Provide assistance to department staff to ensure accurate and timely performance accounting processes.
15. Maintain privacy and security over personal protected information (PPI) and personal health information (PHI) confidential and secure at all times, unless requested for audit purposes or permitted in accordance with state public records laws.
16. Maintain and document all accounting records in an organized manner in accordance with Board record retention policies.
17. Focus on consistent and accurate recording and reporting of general ledger transactions over the value of the transaction or its materiality.
18. Assist with coordination of all audits and work with external auditors.
19. Assist auditors with salary and payroll information as requested.
20. Process I-9 employment eligibility for all new hires.
21. Complete New Hire Reporting LA Works, DCFS and other applicable systems.
22. Maintain accurate compensation system records for all staff.
 - Maintain compensation data (salary schedule, step, rate of pay, increments) for all staff;
 - Analyze final evaluation data to determine employee salary increases as appropriate;
 - Calculate new hire salaries in coordination with payroll;
 - Update and maintain salary schedules and pay rates annually; and
23. Maintain extra-duty increment charts in coordination with school and district leaders.
 - Verify staff eligibility annually (e.g., National Board certification);
 - Update staff assignments and increment amounts annually; and
 - Track increment payments and update Payroll on schedule.
24. Supervises staff who explain, process, and finalize all paperwork for TRSL and LSERS retirement systems for all staff.
 - Be knowledgeable of and adhere to retirement laws, policies, and guidelines;
 - Assist new hires with retirement paperwork;
 - Attend retirement seminars/training sessions as needed;
 - Verify years served, process retiree list and certificates for retirees as needed; and
 - Certify all retirement inquiries through TRSL monthly.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be

aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____