

# Sample School

## Position Description

**JOB TITLE:** Business Manager

**FLSA STATUS:** Exempt

**DEPARTMENT:** Business Office

**HRS/WEEK:** 40+ Hrs / week

**REPORTS TO:** Principal (or President)

**DATE:** October, 2008

**Primary Purpose:** Manages all financial activity for the school and all functions of the school business office. Responsibilities include supervising the business office staff and delegating duties as needed. Position entails extensive financial reporting to the President, Board of Directors as well as to the school management.

### **Essential Functions:**

1. Prepare audited financial statements in accordance with:
  - Generally accepted accounting principles (GAAP)
  - Diocesan Financial Issues from the United States Conference of Catholic Bishops (USCCB)
  - Statement of Financial Accounting Standards (SFAS) 117, "Financial Statements of Not for Profit Organizations".
2. Develop, implement and monitor an internal control system, with immediate consideration given to segregating authorization and recording responsibilities for all bank accounts.
3. In collaboration with the Principal and staff, develop a budget for the school system, which includes all fundraising activities of volunteer groups. Monitor budget variances.
4. Perform analytical reviews of the financial statements to identify changes and unexpected variances. Provide and explain monthly consolidated financial reports to the finance committee and/or school board.
5. Manage the investment portfolio for the school which includes knowledge of SFAS No 124 "Accounting for Certain Investments Held by Not-for Profit Organizations"
6. Maintain the accounting records for any capital campaign, supervise all staff with accounting responsibilities, and develop and monitor internal controls in regards to the campaign. Record revenue in accordance with donor-imposed restrictions as required by SFAS 116 "Accounting for Contributions Received and Contributions Made".
7. Establish procedures for safeguarding fixed assets, including maintaining subsidiary records for fixed assets and classroom inventories.
8. Maintain relationships with area banks and financial institutions; arrange for letters of credit, etc., as needed.
9. Assist auditors with annual external independent audit and implement recommended changes.
10. Assist with other general office responsibilities as assigned - special projects, balancing of work load, or assisting in the absence of other employees

