

Administration

Business Manager

The major areas of responsibility of the Business Manager shall include the following:

Business Services

1. Supervise the financial affairs of the district, including handling of all funds, accounting and reporting procedures, insurance programs and long-range planning.
2. Develop and administer a program for purchasing supplies and equipment.
3. Supervise data processing procedures to provide management information, evaluation techniques, and long-range forecasts.
4. Collaborate with and direct clerical personnel in the Business Office.
5. Supervise a program of budget control.
6. Serve as a consultant on any grant proposal originating in the district.
7. Supervise the development of monthly and annual financial reports as required.
8. Consult with Superintendent and other personnel on questions relating to the district's business affairs.
9. Provide fiscal supervision of the district's supporting services of property, transportation, purchasing and business services.
10. Work to maintain effective district-community relations, and interprets the financial concerns of the district to the community, Board of Finance and town treasurer.
11. Maintain an up-to-date inventory of school property.
12. Compile necessary statistical data for the preparation of the fiscal budget.
13. Prepare financial reports as required by state and federal agencies having jurisdiction over public school funds.
14. Advise Superintendent on business and financial questions and performs additional management duties as assigned.
15. Work to maintain effective coordination and supervision of the financial aspects of district facility maintenance and operations.

Administration

Business Manger (continued)

Personnel Services

1. Establish and maintain appropriate *financial* records for all *personnel*.
2. Serve as a resource person for the staff on the district's employee benefit programs, including group health insurance, disability insurance, retirement plans, sick leave, personal leave, other leaves of absence, and other related or emerging employee benefit plans.
3. Administer all employee benefit programs.
4. Keep abreast of governmental statutes, regulations, and rules relating to personnel administration, and advise interested parties of the provisions of the law.
5. Assist with research pertaining to personnel, including salary research, studies of staff characteristics, professional standards, and other pertinent projects.