

TREYNOR COMMUNITY SCHOOL DISTRICT

Due to an upcoming retirement, the Treynor Community School District has an opening for a School Business Manager/Chief Financial Officer/School Business Official (Board Secretary and Treasurer). Candidates must have (or be eligible to obtain) licensure as a **School Business Official. If not currently licensed as such with the Iowa Board of Educational Examiners, minimum qualifications for obtaining licensure must be met.*

Go to Teach Iowa and Submit the following:

- Letter of Application
- Resume
- Completed Job Application Form
- Three recent letters of recommendation related to the type of work for a School Business Official.
- Copy of all applicable college transcripts

Direct questions to:

Dr. Joel Beyenhof

Superintendent

712-487-3414

jbeyenhof@treynorcardinals.org

TITLE: **Business Manager/Chief Financial Officer/School Business Official**

REPORTS TO: Superintendent of Schools

JOB GOAL: The Business Manager shall serve as the chief financial officer of the District under the direction of the Superintendent of Schools. The Business Manager shall be responsible for the District's business and financial functions and other duties as may be assigned by the Superintendent of Schools. He/She also serves as the Board Secretary and Treasurer/School Business Official.

QUALIFICATIONS:

1. Bachelor's degree in accounting or related field. (Preferred)
2. Certified Public Accountant (CPA). (Preferred)
3. Certification by the Iowa School Business Official Authorization or ability to obtain the authorization within two years of the start date of employment, or as otherwise specified by the Board.
4. Ability to communicate effectively with Superintendent of Schools, the Treynor Board of Education, the Iowa Department of Education, the Iowa Department of Management, County Auditors and Assessors, and Area Education Agency personnel.

5. Ability to file forms electronically using internet-based State and Federal forms.
6. Familiarity with the concepts of Generally Accepted Accounting Principles and Public Accounting.
7. Familiarity with computerized fund/payroll accounting systems.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Leadership Skills

- a. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- b. Demonstrates the initiative and persistence needed to accomplish goals.
- c. Identifies problems, initiates solutions and monitors progress toward the solutions
- d. Effectively manages time and devotes energy in achieving the responsibilities of the position.
- e. Shows openness to new ideas as to how the functioning of the district might be improved.
- f. Communicates in a clear, accurate and concise manner.
- g. Accepts responsibility for decisions and actions.
- h. Actively engages in self-improvement and other professional development activities.
- i. Works effectively with the superintendent, building principals, Board of Education, staff, and others to identify and allocate resources for supporting the educational vision.

2. Fiscal Management - Accounting

- a. Establishes and maintains accounting records and procedures to conform to district policy, state and federal requirements and implements procedures for encumbrance, expense accounting and distribution of revenues into proper fund accounts.
- b. Maintains any grants in order to file required reports to funding agencies.
- c. Handles the collection of revenues based on established procedures.
- d. Demonstrates understanding of the impact and relationship among tax levies and assessment practices.
- e. Demonstrates knowledge of fund balance management and tax stabilization.
- f. Demonstrates knowledge of financial statements, balance sheets, journal entries, and other accounting principles.

3. Fiscal Management – Financial Planning

- a. Identifies and analyzes strategies for financing in the short and long term while sustaining the district's educational vision.

- b. Demonstrates an understanding of how to assess the district's current financial health and monitor status of district finances on an ongoing basis.
 - c. Develops and maintains monthly cash flow statements to aid in determining cash available for investment and/or borrowing needs.
 - d. Maintains a debt service schedule to assure availability of funds to meet debt service requirements.
 - e. Develops/Follows plan for long-term borrowing, including preparation of repayment schedules, coordination of data for bond sale prospectus and arrangement for sale of bonds in cooperation with fiscal advisor and bond counsel.
 - f. Provides fiscal, statistical, and business management information to board.
 - g. Conduct fiscal planning to include forecasting anticipated revenue, expenditures, and needs to ensure sound financial operations and no unexpected budget deficits.
4. Fiscal Management – Reporting
- a. Secures independent annual audits of the school district's financial records in accordance with the law and board policy and procedures for periodic internal audits of accounts and expenditures.
 - b. Handles preparation and transmission of periodic financial reports to appropriate state and federal authorities.
 - c. Prepares and interprets a variety of reports at the request of the superintendent, the board of education, and/or state and federal agencies.
 - d. Provides monthly financial reports to board of education.
 - e. Prepares and interprets financial transactions to prepare cost analysis reports as requested by the superintendent and/or board of education.
5. Fiscal Management – Budget Development
- a. Works with superintendent to assure a budget development process and timelines for use by all district staff.
 - b. Reviews and consolidates all budget requests and revenue sources to prepare preliminary budget.
 - c. Presents proposed budget to the board of education.
 - d. Establishes and maintains budgetary control through accounting and financial reporting procedures.
 - e. Recommends budget transfers in a timely manner.
 - f. Advise the superintendent on short-term and long-term financial objectives, policies, and actions.
 - g. Coordinate and direct the financial planning budgeting, procurement, and or investment activities of the school district.
 - h. Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.

6. Fiscal Management – Purchasing and Inventory Management
 - a. Demonstrates an understanding of legal requirements and procedures associated with procurement, bidding, and vendor relationships and the use of requisitions, purchase orders, and invoices.
 - b. Develops and handles maintenance and control of property classification and inventory systems for fixed assets and supplies.
 - c. Works with superintendent to periodically audit insurance coverage against inventories, appraisals, liabilities and replace costs.
 - d. Works with superintendent to coordinate formal bidding or purchases through contracts, sources exempt from bidding law and those obtainable by direct purchase in accordance with board policy.

7. Fiscal Management – Payroll
 - a. Establishes and maintains payroll procedures and operations.
 - b. Applies knowledge of procedures for processing and managing payroll, including legal requirements.

8. Operations, Maintenance, Safety Risk Management and Capital Projects
 - a. Works with the superintendent to develop and operationalize a district risk management program.
 - b. Demonstrates an understanding of procedures and practices for maintaining a clean, safe learning environment (e.g., custodial and maintenance services Occupational Safety and Health Administration [OHSA], federal and state regulations).
 - c. Reports in writing on liability, real and personal property, and other covered losses to carrier and to the superintendent.
 - d. Works with superintendent to prepare and maintain an equipment replacement program.
 - e. Works with superintendent to oversee the preventative maintenance programs.
 - f. Supports the superintendent in handling bond issue, finances, cash flow, communication with architect, direction of construction, scheduling change orders, necessary purchases, and completion of required reports.
 - g. Works with superintendent to identify energy conservation measures to ensure acceptable levels of energy consumption and cost effectiveness.
 - h. Supports the superintendent in the planning, design, and construction of capital projects.

9. Transportation
 - a. Works with the superintendent to assure a cost-effective management plan for equipment replacement (e.g., buses, vans, mowers) and supplies.

10. School Nutrition

- a. Provides consultation to the food service director and secretary to the superintendent to assure compliance with state and federal requirements.

11. Technology

- a. Supports the superintendent and the director of technology to assure a district-wide information management system.

12. Human Resources

- a. Demonstrates knowledge of legal requirements associated with human resources.
- b. Demonstrates knowledge of procedures for maintaining accurate employee records.
- c. Maintains seniority lists for classified personnel.
- d. Demonstrates knowledge of issues and procedures in administering employee benefits programs.
- e. Applies knowledge of legal requirements associated with collective bargaining process and develops data to support negotiations.

3. School Business Official

- a. Serves as the secretary and treasurer to the board of education.

[1] The statements contained herein *describe* the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job unless restricted by a negotiated contract.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
2. Ability to sit in one position for a prolonged period of time.
3. Ability to view computer screens or other monitoring devices for prolonged periods.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT: Full-time, twelve months a year, and the salary and work year to be established by the superintendent and approved by the board of education.