



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**BUSINESS MANAGER**

**DEPARTMENT/SITE:** Business

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 11

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Chief Financial Officer

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Chief Financial Officer, the Business Manager organizes, directs and supervises the fiscal activities and operations of the District, Business Office; performs financial, budgetary, and accounting functions; plans, organizes, and participates in responsible and technical fiscal record management, audits and reporting functions and activities; performs specialized accounting, internal and external auditing, and monitoring of accounting and financial reporting systems; trains, supervises, and evaluates the performance of assigned personnel. The incumbents in this classification provide the school community with sound fiscal and accounting services which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Acts as liaison with school sites, departments, and the fiscal department to provide increased understanding of budget, position control, and payroll issues.
- Advises governing boards, superintendents, executive directors, and administrators regarding the development of public policies, procedures, and administrative regulations.
- Analyzes data to determine trends in projected expenditures and revenues to assist in the budget development process; signs official documents as authorized.
- Attends a variety of meetings as assigned to maintain current knowledge of generally accepted accounting principles, codes, laws, and legislation.
- Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; consults with County Office and school district personnel regarding the financial status of special funds and accounts.
- Interprets governmental codes and regulations, including the Education Code, Government Code, Public Contract Code, and Revenue and Taxation Code.
- Negotiates and monitors compliance of contracts, resource allocation plans, and payment provisions.
- Operates a computer and assigned software programs; operate other office equipment as assigned.
- Organizes, directs, and supervises the fiscal activities and operations of an assigned department; participates in the development and implementation of departmental policies and procedures.
- Performs financial, budgetary, and accounting functions; plans, organizes, and participates in responsible and technical fiscal record management, audit and reporting functions, and activities.
- Plans, organizes, and conducts orientation and in-service programs regarding budget development, expenditure control, disbursement procedures, and other related fiscal matters.
- Plans, organizes, coordinates, and participates in the input of accounting, fiscal, and statistical data;

interprets the California School Accounting Manual.

- Plans, schedules, audits, coordinates, and participates in the preparation and development of accounting records, reports, and summaries.
- Prepares and maintains a variety of reports, records, and files related to assigned activities and personnel; assists in the preparation of a variety of state and federal mandated reports.
- Trains, supervises, and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Principles, methods, practices, and procedures concerning school district accounting and financial record management and reporting systems including the California School Accounting Manual and California Education Code
- Legal mandates, policies, regulations, and guidelines pertaining to accounting, budget development, expenditure control, and fiscal record management and reporting processes
- Cost and general accounting, fiscal planning, and audit procedures
- Computer accounting systems, systems and analysis techniques, computer accounting, and financial forecasting
- Accounting, budget planning, and fiscal record management, storage, and retrieval systems
- Operation of a computer and pertinent software
- Oral and written communication principles and practices
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies, and procedures

#### **Skills and Abilities to:**

- Perform highly responsible and technical accounting, audit, and fiscal record management and reporting functions
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Review, monitor, audit, and verify financial statements, summaries, and related reports
- Ensure confidentiality of data accessed
- Train, supervise, and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare records and reports related to assigned activities

### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

Bachelor's degree in Business Administration, Accounting, or a closely related field.

**EXPERIENCE REQUIRED:**

Three (3) years of experience in a school district's Business/ Finance office.

**LICENSE(S) REQUIRED:**

- None required.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- This job is performed in a generally clean and healthy indoor environment
- Requires significant sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling objects weighing up to 40 lbs.
- Some stooping, kneeling, crouching, and/or crawling
- Dexterity of hands and fingers to operate a computer keyboard, and paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen