



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

<u>BUSINESS MANAGER</u>	
DEPARTMENT/SITE: Business REPORTS TO: Chief Financial Officer	SALARY SCHEDULE: Classified Supervisory SALARY RANGE: 11 WORK CALENDAR: 261 Days 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;

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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