

# MASON SCHOOL DISTRICT

**CLASS TITLE: DISTRICT BUSINESS MANAGER**

**REPORTS TO: Superintendent**

**BASIC FUNCTION:**

Under the direction of the Superintendent, perform complex, varied and responsible business management duties

**ESSENTIAL DUTIES BY FUNCTION:**

Financial:

- Assist and support Superintendent with budget preparation by providing estimated costs for salaries and benefits, contracts, supplies, equipment, and services; by developing budget worksheets, and; by providing “what if?” analyses.
- Control budget by operating an accounting system including financial controls, budget management, account balance maintenance and reporting.
- Supervise and manage payables and payroll operations, including appropriate files, reports and accounting transactions.
- Attend School Board meetings and report back to the board the financial condition of the current year operating budget. Prepare payable journals and manifests to be approved by the School Board.
- Manage cash flow, and interact with the District Treasurer to maintain reconciled bank account balances; coordinate District revenues with Town, State, Federal and private revenue sources to ensure timely receipt.
- Prepare formal state financial reports including the MS-22, MS-24, MS/DOE-25, and MS-26; a GASB-34 compliant annual financial report, and; preparation for annual audits.

Human Resources:

- Serve as the program administrator for the District’s health insurance, dental insurance, life insurance plans, and other benefits programs.
- Administer payment of Federal Income Taxes, Social Security and Medicare Taxes, Federal and State Unemployment Taxes, and Worker’s Compensation.
- Enter, prepare and monitor payroll costs. Work with District Treasurer to ensure that payroll checks are signed and direct deposits are transmitted.
- Administer the District’s participation in the State Retirement Plan, and serve as plan administrator for the District 403b Retirement Program.
- Insure that all District employees are employed in full compliance with Federal and NH Employment statutes and regulations.
- Assist the Superintendent with recruiting, supervision and evaluations systems; and contract negotiation support.
- Prepare required quarterly as well as annual payroll tax reports, w-2’s, 1099’s and 941’s.
- Administer District compliance with the Family Medical Leave Act, Fair Labor Standards Act, COBRA, Americans with Disabilities Act, NH Department of Labor regulations, and other legislative/regulatory requirements of the Federal and State governments.
- Manage staff development for non-instructional staff.

Risk management:

- Procure and manage an insurance program to provide for the following coverage for the District and its employees: Property/Casualty; General (including automobile) and Professional (nurse) Liability; Errors and Omissions; Worker’s Compensation;
- Unemployment Compensation; Employee Honesty Bonds (treasurer, accounting personnel, food service); Boiler and Machinery; and Builder’s Risk.
- Develop and manage the District Safety Plan; serve as the District management representative on the District’s Joint Loss Management Committee (RSA 281-A:64).
- Develop a schedule of required safety inspections for playground equipment, physical education areas and equipment, traffic areas, classrooms, office spaces and storage spaces.

Plant Operation and Maintenance:

- Manage and budget for Facility Operations including heating, lighting, telephone services; water and sewer; repair and replacement of furniture and fixtures; routine and capital maintenance; cleaning; refuse removal, and; other facility requirements.
- Develop operational procedures for building security, use, cost efficiency and adequacy.
- Manage compliance with: OSHA, FDA, and other Federal regulations governing workplace conditions; Toxic Materials regulations; NH Departments of Labor, Environmental Services, and Education regulations governing workplace conditions.

Purchasing, Inventory Control, Bidding, and Contracting:

- Assist the Superintendent and Teachers with development and implementation of a purchasing program which assures economy, efficiency, legal compliance and product/service appropriateness.

School Lunch Program:

- Assist the program supervisor in operating the School Lunch Program including staffing and facilities.
- Assure proper procedures are implemented for handling cash; receiving, storing, preparing and serving food; managing the District’s Free and Reduced Price Lunch Program; receiving and accounting for the District’s commodities distributions; and developing operational procedures for food service support for outside activities.

Transportation Program: Assist the Superintendent in managing school bus operation.

Construction:

- Advise and assist School District in carrying out any construction projects including scheduling, performance assurance, safety, change orders, and owner representation.
- Develop and implement a financial control system for investing bond proceeds, requisition/service performance verification, payment processing, and record keeping.
- Develop a method for receiving and safeguarding “as built” construction documents, warranties and other permanent records.

General: Other projects as assigned by the Superintendent.

**OTHER DUTIES:**

- Complete other tasks as required.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.

- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned office or program.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Financial and statistical record-keeping techniques.

#### ABILITY TO:

- Operate a variety of office equipment including a computer and assigned software.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Work independently with little direction.
- Prioritize and schedule work.
- Understand and work within scope of authority.
- Maintain records and prepare reports.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Ability to perform duties in accordance with Mason School Board and Board of Education policies.

#### EDUCATION AND EXPERIENCE:

Bachelor's degree with a major in accounting or related field from an accredited college or university 2 years Experience in school finance/accounting  
 Business Administrator Certified or Certifiable by the New Hampshire State Department of Education.  
 Successful management experience including supervision of personnel, purchasing, & accounting.  
 Certified Public Accountant (desired)

#### WORKING CONDITIONS:

##### SCHEDULE:

Part-time, 2 days per week on average

##### ENVIRONMENT:

Office environment

##### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.  
 Hearing and speaking to exchange information in person and on the telephone.  
 Sitting or standing for extended periods of time.  
 Seeing to read a variety of materials.  
 Bending at the waist, kneeling or crouching to file materials.

*The Mason School District does not discriminate with regard to height, weight, gender, sexual orientation, race, religion, skin color, hair color, national, state or city of origin, ancestry/ethnicity or lack thereof, marital or parental status, political affiliation, age, physical or mental disability, or any other unlawful consideration perceived or real.*

*Administration – Business Manager  
 Adopted by Mason School Board 12 APR 2010  
 Revised Mason School Board Not Applicable*