

BUSINESS FINANCE MANAGER

JOB SUMMARY

To enact, direct, and manage the financial affairs in an effective manner that adheres to local, state, and federal regulations.

QUALIFICATIONS

- Bachelor's Degree (preferred)
- Five years administrative experience
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Assistant Director of Schools/Director of Schools
- Assist in preparation of systems annual budget with Director of Schools
- Comply and submit approved budget to State Department of Education
- Comply and submit annual financial report to State Department of Education
- Comply and submit annual trustee's report to State Department of Education
- Make investment decisions (CD purchases, etc.) with Director of Schools
- Provide assistance to auditor conducting audits of programs and records
- Provide assistance to State Department of Education Fiscal Consultant when needed
- Implement and assure compliance with accounting procedures and regulations
- Receipt and disbursement of funds in General Purpose account
- Receipt and disbursement of all funds in Debt Service
- Receipt and disbursements of all funds in Capital Projects
- Receipt and disbursement of all Federal Projects monies
- Comply and submit Federal Projects requisitions for funds to State Department of Education
- Comply and submit Federal Projects completion reports to State Department of Education
- Receipt and disbursement of grant monies (Safe Schools Grant, LEAP Grants, Project LUCAS, etc.)
- Responsible for monthly accounting closing procedures
- Responsible for yearly accounting closing procedures
- Maintain financial and accounting records
- Reconcile bank statements for all funds except cafeteria
- Oversee key functions of the finance office
 - Payment of bills
 - Budget development and implementation
 - Maintain current account balances
 - Assist with bookkeeping procedures at each school
 - Perform monthly balancing reports on all accounts
- Prepare budget request sheets for departments, collect budget information, prepare budget documents for distribution as needed
- Follow proper guidelines for processing travel reimbursements
- Enter data into the computer database from payable warrants, encumbrance sheets, invoices, and checks
- Investigate and resolve inaccuracies on payable warrants, encumbrance sheets, invoices, and checks; maintain vendor list; respond to all inquiries on vendors by vendors
- Maintain purchase requisition forms, correspondence, and other related documents
- Reconcile invoices with purchase order of requisition verifying vendor address; items, quantities, unit amounts, totals and receipt of merchandise; contact vendors and/or other personnel for assistance with reconciliation questions
- Place calls to vendors to obtain credits, invoice or a certified copy of an invoice when original is unavailable

LEBANON SPECIAL SCHOOL DISTRICT

- Distribute and file copies and/or originals of requisitions, purchase orders, receipt slips, payable warrants, encumbrance sheets, invoices, and check registers
- Monitor budget allocation balances
- Prepare and resolve monthly departmental expenditure reports
- Pick up materials and invoices and deliver vendor payments when necessary to do so directly
- Work with personnel to ensure knowledge of proper procedures within the finance department
- Handle encumbering contracts and payments of such as approved by the Board of Education
- Approve invoice payments for utilities, communications, security systems, refuse/garbage removal, and copiers for all departments and schools; budget code, balance and request payment of invoices; input data into computer
- Attend various state meetings and seminars as required
- Obtain and maintain Notary Public certification and notarize forms as needed
- Perform data entry of new budget codes into computer system
- Perform other duties as assigned by the Assistant Director/Director of Schools