

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R BOM**

**1:0 BUSINESS OFFICE MANAGER**

**2:0 LINE AND STAFF RELATIONSHIP**

- 2:1 The Business Office Manager reports to and is evaluated by the Director of Finance and the Office of the Superintendent.
- 2:2 The Business Office Manager acts as an advisor to the Director of Finance and the Office of the Superintendent concerning financial affairs and matters of general importance to the educational program.

**3:0 FUNCTIONS AND DUTIES- THE BUSINESS OFFICE MANAGER**

- 3:1 The Business Office Manager develops and implements a system to pursue, acquire, monitor, and coordinate all local state, and federal grant programs.
  - 3:1:1 The Business Office Manager submits monthly requests for funds for state and federal grants.
  - 3:1:2 The Business Office Manager executes timely and accurate reconciliation regarding grant programs with the town Accountant and the Department of Education.
  - 3:1:3 The Business Office Manager submits final expenditure reports (FR-1) for grants that end on 6/30.
  - 3:1:4 The Business Office Manager submits final expenditure reports (FR-1) for grants that end on 8/31.
- 3:2 The Business Office Manager utilizes forecast mechanisms and control procedures to ensure that spending is within fiscal budget limits.
  - 3:2:1 The Business Office Manager prepares monthly financial reports for the Director of Finance and the Office of the Superintendent and the School Committee, and highlights any permanent variances in revenues or expenditures.
  - 3:2:2 The Business Office Manager establishes controls for transfer of budgeted funds, as necessary.
- 3:3 The Business Office Manager establishes and supervises a program of accounting and reporting for the financial affairs of the District.
  - 3:3:1 The Business Office Manager ensures that adequate accounting technology with capabilities needed for tracking and managing funds, integrating programs and school financial information into district level budgeting, monitoring and forecasting, and providing useful reports to district leaders, the School Committee, and the municipal government is current and functional.

- 3:3:2 The Business Office Manager utilizes efficient accounting technology that integrates the district-level financial information of each school and program to regularly and accurately track spending and financial transactions..
- 3:4 The Business Office Manager assures that required local, state, and federal financial reports, and statements are accurate and are filed on time.
  - 3:4:1 The Business Office Manager completes, monitors, and reports the activities applicable to state and federal funded activities.
  - 3:4:2 The Business Office Manager prepares financial reports as required by state and federal agencies.
  - 3:4:3 The Business Office Manager submits end of year compliance supplements to ESE (within nine months of the close of the previous fiscal year).
  - 3:4:3 The Business Office Manager conducts purchasing in accordance with public procurement laws and regulations.
- 3:5 The Business Office Manager investigates pertinent areas of operation through appropriate use of the internal audit process.
  - 3:5:1 The Business Office Manager files a financial report annually for audit by an independent certified public accountant.
  - 3:5:2 The Business Office Manager implements audit suggestions on a timely basis.
  - 3:5:3 The Business Office Manager arranges and coordinates the preparation of the annual financial audit and any internal audit assignments requested by the Superintendent or the Board.
  - 3:5:4 The Business Office Manager establishes procedures for record keeping and maintaining all records that audit and legal requirements on demand.
  - 3:5:5 The Business Office Manager monitors a district-wide plan for the management of student activity and school-based internal funds.
  - 3:5:6 The Business Office Manager coordinates the submission of claims for Free Lunch and Breakfast Program, Gifted Education, Bilingual Education, Special Education and other state and federal categorical programs.
  - 3:5:7 The Business Office Manager monitors, an on-going basis, Out of District Tuition for the special education program and its corresponding circuit breaker program.
  - 3:5:8 The Business Office Manager monitors, Special Education student transportation services.

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- 3:5:9 The Business Office Manager develops and implements a system to pursue, acquire, monitor, and coordinates all special revenue funds, revolving accounts, and the fees related to them to ensure that they are managed efficiently and used effectively for the purposes intended.
- 3:5:10 The Business Office Manager establishes through the Office of the Superintendent, the standard operating procedure that leads to the effective performance of the business office with respect to the overall financial condition of the district.
- 3:6 The Business Office Manager oversees the day-to-day operations of the district finances and business operations.
  - 3:6:1 The Business Office Manager supervises administrative business office services for the deployment of efficient work processes, effective workflow and minimal paper processing.
  - 3:6:2 The Business Office Manager establishes programs of orientation and staff development for assigned staff.
  - 3:6:3 The Business Office Manager participates in the recruitment and interviewing of qualified personnel for staff openings.
  - 3:6:4 The Business Office Manager makes recommendations of qualified replacements to the Superintendent of Schools.
- 3:7 The Business Office Manager ensures accurate and timely payments of all legitimate accounts payable items.
  - 3:7:1 The Business Office Manager prepares required warrant payment reports for School Committee approval.
- 3:8 The Business Office Manager ensures that payroll checks are issued to all district employees on a timely basis.
  - 3:8:1 The Business Office Manager makes timely payments of employee withholdings to appropriate government and retirement systems.
  - 3:8:2 The Business Office Manager monitors compliance with 403B rules.
  - 3:8:3 The Business Office Manager supervises the administration of the district's retirement system.
  - 3:8:4 The Business Office Manager is responsible for workman's compensation, insurance and medical benefits.
  - 3:8:5 The Business Office Manager verifies employee services and prepare special reports required for income tax, social security and other special withholdings.
- 3:9 The Business Office Manager implements and observe all School Committee business policies for the District.

**4:0 THE BUSINESS OFFICE MANAGER FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**

**4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY**

4:1.1 The Business Office Manager understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

4:1.2 The Business Office Manager balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.

4:1.3 The Business Office Manager communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.4 The Business Office Manager expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

**4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN**

4:2.1 The Business Office Manager recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Business Office Manager believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

4:2.3 The Business Office Manager holds teachers accountable for having high standards and positive expectations so that all students can perform at high levels.

**4:3 SAFE ENVIRONMENT**

4:3.1 The Business Office Manager constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.

4:3.2 The Business Office Manager builds caring and considerate relationships that demonstrate regard and respect for all people.

**4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL**

- 4:4.1 The Business Office Manager believes that all decisions should be made from the perspective of putting children's needs first.
- 4:4.2 The Business Office Manager resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.
- 4:4.3 The Business Office Manager adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

**5:0 QUALIFICATIONS**

- 5:1 Three to Five years of employment in a Business Office or related role in a public school setting.
- 5:2 Ability to interact with students, staff, faculty, administration and parents effectively and professionally.
- 5:3 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.
- 5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

- 6:1 The contract of agreement between the Fairhaven Public Schools and the Business Office Manager regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 8/9/2017