



Business Manager

Employer

Winfield Unified School District 465
1407 Wheat Rd
Winfield, KS 67156
620-221-5100

Position: Business Manager

Location: District Office

Position Term: Full-Time

Job Description:

Business Office manager and assists in planning and execution of district financial affairs in accordance with local and state laws, rules and regulations; coordinates and supervises all financial aspects of the district: produces budgets, conducts payroll services, agent for KPERS, directs accounting, submits regular local and state reports, manages contracts, monitors appropriations and expenditures.

Required Qualifications:

- Bachelor's Degree or Experience in Related Field
- 3-5 years Governmental Accounting Preferred
- Master's Degree Preferred

Salary Range/ Benefits:

- \$60,000-\$75,000 *Commensurate with experience and education
- Paid Time Off (policies are included in the district personnel policy manual)

Performance Standards:

- Comply with all district policies, rules, and regulations.
- Must demonstrate proven proficiency in accounting, bookkeeping, payroll practices.
- Must demonstrate communication, leadership, planning skills.
- Must demonstrate ability to train business personnel on computer operations, and accounting department methods.
- Must meet job standards and essential functions in a time sensitive manner.
- Must be able to perform essential functions with or without reasonable accommodation.

- Must meet all district safety requirements.
- Annual review performed by Supervisor.
- Acts with integrity, fairness, and in an ethical manner.

Attendance Requirements:

Requires timeliness and regular attendance and/or physical presence at the job. Up to a 40 hour work week may be required.

Essential Duties:

- Assists with budget planning and construction; directs accounting; monitors encumbrances; is custodian and manager of official financial records, books, documents:
 - Directs/supervises all school accounts: including but not limited to general funds, payroll and KPERS, capital outlay, special education, vocational education, driver education, transportation, federal funds, food service, activity funds, textbook, bond and interest, savings accounts, miscellaneous, petty cash, and insurance.
 - Maintains and prepares required organizational state/federal program reports; prepares internal audit of all accounts and financial records; provides fixed asset accounting; and, monitors inventory procedures.
 - Assists Directors and Principals program/division managers with budget status and purchases: balancing books; coordinating all financial aspects of activities; maintaining and monitoring requisitions and purchase orders, accounts payable, and bank accounts.
 - Issues purchase orders for applicable district purchases.
 - Audits all claims and approves bills. Prepares and countersigns warrants and keeps records of warrants in payment of claims.
 - Keeps an account of appropriations and expenditures from each fund in the budget and charges the appropriate fund with appropriate indebtedness.
 - Establishes and maintains records of district revenue in each particular fund.
 - Prepares, keeps, and sends statements of indebtedness to county clerk; remits on time payments.
 - Monitors and makes recommendations on new directives and their impact on the financial status of the district.
 - Prepare timely audit schedules and financial statements according to federal, state, governmental accounting and auditing standards.
- Prepares for regular BOE meetings: monthly reports on the status of the budget in but not limited to all budget fund balances, cash balances, bank reconciliations, status of purchase orders/encumbrances, investments; maintains accurate policies/regulations, records, and reports.
- Supervises personnel assigned.
- Interacts with other staff members to conduct district related planning and coordination.
- Participates in personal professional growth activities and district inservice activities.
- Required attendance at all called meetings of Board of Education.

- Maintains records of early retirement, sick leave, and other leaves for all personnel.
- Oversees the Administration of Section 125 IRC Cafeteria Plan.
- Maintains confidentiality. Manages job activities with mobility to move from place to place; agility and dexterity to use and handle office equipment pertinent to job responsibilities; ability to observe and communicate; dexterity to access files and materials; keeps records and makes reports.
- Maintains close working relationships with school clerical staff, building, and district level administrators.
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.
- Performs such other tasks and assumes such other responsibilities as the Superintendent may designate.

Other duties:

- Responds to public requests for information. (CORA and KOMA)
- Provides for up-dating, duplication and dissemination of reports, records, and documentation.
- Answers routine requests from administrators.
- Assists with business personnel evaluations.
- Serves on or advises the Cowley County Education Cooperative Board of Directors

Work Environments:

Moderate environmental conditions and noise levels. May be required to wear protective equipment including gloves for exposure control under limited circumstances. Requires the ability to occasionally lift and carry items 40lbs or less.

Application Instructions:

If qualified and interested in this position please fill out an online CLASSIFIED APPLICATION. (You must attach a resume to your application form before you are allowed to submit the application for this position. See "Classified Application Process:" in the EMPLOYMENT box for a list of required documentation that should be submitted to complete your application file.) For more information you may contact Ramona Rowley at e-mail: ramona_rowley@usd465.com. Incomplete applications will not be accepted. This position is open until filled.

<https://www.usd465.com/en-US/employment-opportunities>