

Blackwater Community School

Job Description

Job Title: Business Manager

Department: Administration

Reports To: Principal

FLSA Status: Exempt

Prepared By: Jagdish Sharma

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Approved By: Jagdish Sharma

BOT Approved Date: March 1st, 2022

Summary

Provides financial leadership and direction for all programs funded by federal, state, BIE, and other sources; oversees the financial administration of multiple grants; ensures that program staff accomplish their approved program initiatives and that the school division meets compliance and reporting requirements for all funding sources. Assists in the budget development process and performs budget analysis duties as assigned by the Principal. Responsible for the financial health of the School. Produces financial reports and develops strategies based on financial research to guide administration in making fiscally responsible decisions.

Certificates, Licenses, Registrations

Valid Arizona DPS Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

Credit History for this Position is required

Education and/or Experience

Minimum Bachelor's degree required. Experience with Native American School Systems and Arizona Charter Schools preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Monitors the day-to-day financial operations within the School, such as payroll, accounts payable, and other transactions.
- Tracks the School's financial status and performance, and analyzes financial reports.
- Reviews financial data, prepares monthly, quarterly and annual reports.
- Reviews, balances, and interprets financial reports, and makes corrections if needed.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Ensures compliance with guidelines of all grants.
- Participates and provides necessary documentation during all audits.
- Maintains time and effort report for all grants, and ensures timely submission.
- Serves as the liaison with Principal and other departments on issues regarding grants and funding.
- Oversees the preparation and timely submission of grant application amendments and budget transfers.
- Extracts general ledger information.
- Compiles cost reports.

- Reconciles report discrepancies and problems.
- Codes data for input to financial data processing system according to School procedures.
- Maintains budgets in School's software programs.
- Reviews and approves requisitions prior to PO.
- Assigns expenses and employee payroll appropriately to various funds received by school.
- Prepares and makes deposits to bank accounts.
- Prepares and presents GRIC reports to the Council, Board, and Community Districts.
- Oversees currently run scholarship program.
- Prepares and presents SAM/CCR updates.
- Responsible for timely drawdowns of funding from various funding authorities.
- Prepares and presents to school Board , Annual School Budgets for Charter and BIE schools.
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
- Assists in maintenance of all Internal Controls within the Business Office at all times.
- Oversees procurement.
- Works closely with financial consulting contractors.
- Prepares all documentation for Annual Single Audit A-133 and monthly/Quarterly financial Reports for BIE and Charter Schools.

Supervisory Responsibilities

This position supervises the Payroll Clerk and Accounting Specialist.

Skills and Abilities: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Problem Solving skills including using reason even when dealing with emotional topics.
- Ability to write clearly and informatively, presents numerical data effectively, read and interpret written information.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to read and interpret documents such as safety rules, write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

- Ability to understand and differentiate the appropriateness of all educational funds pertaining to each program being offered to students and employees.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, _____, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

Signature

Date