

CLEVELAND SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION TITLE: **SCHOOL BUSINESS ADMINISTRATOR**

SUPERVISOR: SUPERINTENDENT

PAYMENT RATE: CSD CLASSIFIED & ADMINISTRATIVE PAY SCALE

QUALIFICATIONS:

1. Degree in Finance and Accounting
2. Certified School Business Administrator of Mississippi (Endorsement 420)
3. Other qualifications as the Board may find appropriate and acceptable

ESSENTIAL FUNCTIONS:

1. Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
2. Monitors and evaluates progress toward accomplishment of system goals and objectives
3. Uses student data to identify program needs
4. Develops goals, objectives, programs, and operations that are consistent with school system vision, mission, and goals
5. Ensures that unit and program plans are consistent with the system's strategic plan
6. Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
7. Communicates high expectations of students, staff, and parents/guardians
8. Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools
9. Directs all financial accounting matters
10. Directs Fixed Asset Plan
11. Assumes responsibility for the receipt and expenditure of district funds
12. Prepares and implements the school budget
13. Reconciles or reviews reconciliation of all bank accounts maintained by the district
14. Maintains a complete and systematic set of records of all financial transactions of the district
15. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
16. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledger.
17. Prepares bank transfers to appropriate funds as needed and approved.
18. Manages short-term investment portfolio
19. Budgets money for all schools based upon accreditation standards:

- Grade proficiency at each school
 - Continuous growth at each school
 - Subject area summative tests
20. Budgets money for all school based upon ADA and ensures that budget assignments meet Mississippi Public Schools Accountability Standards
 21. Prepares reports to the proper staff members concerning the status of their budgetary accounts to guard against the overspending of any budgeted account
 22. Arranges for audits of financial statements annually by a CPA firm or the State Auditor's Office
 23. Recommends new accounting methods as desirable and necessary
 24. Develops as needed bid specifications for materials, equipment, and services for the school district, in accordance with regulations prescribed for bidding requirements in the purchasing law.
 25. Verifies overtime calculations for dual-job staff for compliance with wage and hour regulations.
 26. Reviews and complies with the guidelines in the *Mississippi Department of Audit Financial Accounting Manual*
 27. Supervises payroll, insurance accounting, activity funds, receipts process, accounts payable, and fixed asset accounting
 28. Prepares all journal entries
 29. Approves and signs all receipt warrants
 30. Conducts cost analysis studies and recommends long-range financial plans and projections of the district
 31. Performs any other tasks as required by the Superintendent of Education and the designee of the Superintendent
 32. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
 33. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

Contractual

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Mississippi Statutes and Board of Education Policy.

APPROVED: 7/8/2015