

Business Manager

Position Type: Full-Time | Administrative | District Level

Contract: 12 months

Position Summary

The Columbia School District is seeking a qualified Business Manager to oversee and manage all district financial and business operations. This position ensures compliance with local, state, and federal financial regulations, supports strategic resource allocation, and provides leadership in budgeting, accounting, and fiscal accountability to support student achievement.

Key Responsibilities

- Direct and oversee all district financial operations, including accounting, budgeting, and reporting
- Prepare annual financial reports, budgets, and cost reports for Board approval
- Monitor revenues, expenditures, and budget balances to ensure fiscal integrity
- Ensure compliance with governmental accounting standards (GASB), state laws, and auditing requirements
- Oversee payroll, accounts payable/receivable, and cash flow management
- Prepare financial projections and budget amendments as needed
- Coordinate and support internal and external audits
- Supervise business office personnel and provide training and guidance
- Collaborate with district and school leaders to support effective financial planning
- Maintain accurate records of financial transactions, assets, and inventory
- Communicate financial information and procedures to stakeholders
- Perform other duties as assigned by the Superintendent

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- Minimum of three (3) years of accounting experience or six (6) years of relevant financial experience
- Must meet or be eligible for the Mississippi School Business Administrator Licensure
- Knowledge of governmental accounting, financial reporting, and auditing standards
- Strong organizational, analytical, and communication skills
- Ability to manage multiple priorities and meet deadlines
- Satisfactory background check and drug screening

Terms of Employment

- 12-month contract
- Salary set by the Columbia School District Board of Trustees

Contact Information

- For inquiries, email Tessa Trimm (ttrimm@columbiaschools.org)
- Apply: <https://tinyurl.com/56ktuf4e>