

Kimball Public Schools

Job Description

- I. **Job Title:** Business Manager
- II. **Education Level and Certification:** A college degree in the field of finance, accounting, or business administration is desirable, but not required only if the Superintendent determines that prior experience will permit the Business Manager to complete the job duties and qualifications as required below. Non-certificated position.
- III. **Qualifications:** Knowledge of computers and accounting software. Effective time management and organizational skills. Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data. Must be able to work well with people and be neat in appearance. Able to work with professional staff and make confidentiality about school matters a high priority.
- IV. **Reports to:** Superintendent or Superintendent Designee
- V. **Essential Job Functions:** The primary responsibility of the Business Manager is the financial management and accounting procedures of the school district. Other responsibilities are as follows (Additional duties as directed by the superintendent or superintendent designee):

District Finances

1. Receive & deposit monies for KPS accounts.
2. Reconcile bank statements for all accounts on a monthly basis.
3. Pay bills for all accounts and match order forms with invoices and record the necessary information.
4. Report and review account transactions with activity sponsors and coaches.
5. Prepare monthly reports and relevant analyses for each account.
6. Prepare and file government and employee reports (Monthly-federal/state payroll taxes, retirement fund contributions; Quarterly-NASB federal reimbursement requests, federal/state payroll taxes).
7. Prepare monthly payroll for all district employees.
8. Prepare purchase orders and expense reports
9. Review, organize, code and post all bills for payment (code documents according to school district procedures and state requirements)
10. Compute deductions for income and social security taxes
11. Prepare Employee Benefits Fund payouts to employees.
12. Monitor cash flow.

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Human Resources

1. Prepare W-2 forms for all applicable employees at end of year.
2. Prepare 1099's for all applicable vendors at end of year.
3. Administer district property/liability insurance.
4. Act as school receptionist as needed and direct calls or deliver messages to appropriate personnel.
5. Keep accurate substitute records for payment; maintain the staff absence records of sick, personal, activity, professional and bereavement days.
6. Responsible for Blue Cross/Blue Shield enrollments/changes, Nebraska Public Employees Retirement enrollment/changes, process new employee payroll documents, Cafeteria 125 plan enrollment/changes, prepare certified/classified staff employment contracts.
7. Administer disability insurance plan.
8. Coordinate AFLAC in the district.
9. Responsible for IDEA Application, MIPS documentation, and Fairbanks reporting
10. Responsible for Quarterly Nebraska Unemployment Report
11. Responsible for new hire reporting (including distributing necessary paperwork to new hires), classified/certified contracts, personnel files

Superintendent/ School Board

1. Assist superintendent with the completion of local/state/ federal applications and reports as needed.
2. Assist superintendent with school budget and audit (including assisting in the formulation and monitoring of annual district budget and preparing all financial records required for audit).
3. Prepare all financial reports for board meetings.
4. Maintain board meeting minute's book.
5. Prepare School Board packets, keep accurate records of board agendas and minutes, post notices in designated locations, and attend school board meetings as needed.

VI. Terms of Employment: Year-round, at-will employment paid on a salary basis