

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE JOB DESCRIPTION
BUSINESS ADMINISTRATOR

ADOPTED: August 18, 2014

REVISED: FORMERLY 2700

	<p style="text-align: center;">303.4 JOB DESCRIPTION - BUSINESS ADMINISTRATOR</p> <p>Immediate Supervisor: Superintendent Communicates with: School Board Secretary</p> <p>Duties- Revenue Accounts (Receivables)</p> <ol style="list-style-type: none"> 1. Code to proper accounts all money received by treasurer. 2. Post to school revenue ledger sheets and cash card as money is received. 3. Transfer money into savings account or invest money whenever possible. 4. Prepare statement of revenue accounts (current period, year to date, budget amounts and remaining amounts) for Board of School Directors and Superintendent each month. 5. Pre-auditing of all school accounting records. Assist local and state auditors when making school audit. <p>Duties- Accounts Payable (Bills)</p> <ol style="list-style-type: none"> 1. Check invoices to see that they are properly added. 2. Code all bills to proper accounts. 3. Prepare invoice vouchers for all accounts payable. 4. Prepare statement (accounts payable) for Board approval (vendor name amount of invoice, account code and description). 5. After bills are approved by School Board, prepare checks for all bills. 6. Write check numbers and payment date on all invoice vouchers after checks are written 7. Send checks and copy of invoice to vendors. 8. Post accounts payable (after checks are written) to proper general ledger sheets and cash card. 9. Break down all accounts payable into proper categories (elementary, secondary, driver's ed, special education, etc.). 10. Prepare statement of expenditures (current period, year to date, budget amounts and remaining amounts) for Board of School Directors and Superintendent each month. <p>Duties- Bids for Supplies and Equipment</p> <ol style="list-style-type: none"> 1. Prepare all bids to be sent to all interested persons or companies. 2. Type of bids – coal, general school supplies, janitorial supplies, paint (summer maintenance), football equipment and supplies, athletic (medical) supplies, garbage removal, and building projects (roof, floor stage curtains, etc.)
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3. Advertise in newspaper and post in local business places
4. After bids are received and opened by Board of School Directors, help to select low bid items and present to School Board for final approval.
5. Supervise the sending of letters to those companies or persons that were awarded the bids and also to all companies or persons that had submitted a bid thanking them for their interest.

Duties- Balance Monthly Bank Statements.

1. Balance general fund account, savings account, investment accounts, capital reserve accounts and tax collector's deposit account.
2. File general fund checks in numerical order after balancing statement each month.

Duties- Dissemination of Board Material

1. Minutes of previous meeting (done by Board Secretary)
2. Agenda for meeting (done by Board Secretary)
3. Statement of revenue and expenditures for previous month (prepared by Business Administrator)
4. Copy of all income received during the month (done by Treasurer)
5. Copy of all expenditures during the month (done by Business Administrator)
6. Copy of all bills to be approved by School Board (done by Business Administrator)
7. Copy of all cafeteria bills (done by office secretary)
8. Copy of all E.C.I.A. Chapter I bills (done by E.C.I.A. Chapter I secretary)
9. Copy of all other bills for Additional Programs (Federal, State, Etc.) (done by Business Administrator)
10. Any other material that might pertain to Board meeting
11. Budgetary transfers for Board approval. (done by Business Administrator)

Duties- Form Preparation

1. Rental Reimbursement forms.
2. Financial Statement each year.
3. Tuition Calculation each year.
4. Type football insurance forms and send with payment to company.
5. Supervise the typing of student insurance forms each year.
6. Public Utility Reality Tax report.
7. Indirect Cost Rate Application.
8. School Insurance Programs and Policies.
9. Other forms as Superintendent instructs.

Duties- Other

1. Assist superintendent in preparing annual budget each year.
2. Attend workshops pertaining to Business Manager's duties and function.
3. Office Management.
4. Help with general office duties if time permits.
5. Update all employees' personal record folders each year as directed by the Administration. (Supervise Personnel Clerk)
6. Consult with administration and other personnel on ways to improve procedures of Business Administrator.

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| | <ol style="list-style-type: none">7. Responsibility of payroll (Supervise to see that is done properly).8. Supervise difficulties that may arise concerning cafeteria and staff.9. Enroll new employees, make changes and terminate employees on Blue Cross and Blue Shield, Delta Dental program, Retirement program, etc. |
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Reviewed 2/12/01, 11/21/05

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