

Core Educational Cooperative

Job Description and Requirements

Business Manager

A. Educational Level

This position requires a post secondary degree.

B. Certification

This position requires the individual be bonded.

C. Physical Requirements

The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands, and fingers in keyboarding and typing is required. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

D. Other Requirements

Excellent oral and written communication skills required. Demonstrate skills in human relations, leadership, and conflict management. Demonstrate competency with computers, use of word processing, spread sheets, and data entry. Demonstrate ability to work well with others. Organizational skills, good time management; flexibility and ability to prioritize. Information management skills. Responsible and self-motivated.

E. Job Objective

Provide fiscal management support necessary for the efficient operation of the CORE Educational Cooperative.

Essential Functions and Duties:

Supervision of Staff:

- 1). Is responsible for the over-all fiscal management of the Cooperative.
- 2). Supervises and monitors the day to day operations of the business office.
- 3). Identifies opportunities for professional growth with respect to clinics, workshops, conferences, conventions, professional organizations and appropriate in-service education programs.
- 4). Submits an annual budget for the operation of the Cooperative to the Director, Advisory Board, and Governing Board.
- 5) Oversees employee travel reimbursements and claims.

Budget Development and Control:

- 6) Conducts and projects fiscal planning in terms of the educational needs of the Cooperative within the financial resources provided.
- 7) Develops the Cooperative budget in conjunction with the Director.

Purchasing:

- 8) Provides a system for purchasing equipment and supplies.
- 9) Interprets Board policy and state statutes regarding purchasing.
- 10) Works with the Director in making financial recommendations to the Advisory Board and Governing Board.

Accounting System:

11) Administers the approved CORE Cooperative accounting system and provides for proper safeguards for the custody of funds in accordance with all policies and statutes. Administers all funds for the Cooperative; provides for proper control of receipt and disbursement of monies for the funds. Provides for continuing process of internal audit control of Cooperative business and administration processes. Administers the preparation of Cooperative monthly and annual financial reports.

Insurance:

- 12) Administers the property and casualty insurance program of the Cooperative (policies, insurable values-building and contents, overages to be provided, claims and reporting, insurance procurement procedures, etc.).
- 13) Oversees the health insurance plan and all other employee benefits programs.

Payroll:

- 14) Administers a system for the preparation of payroll and benefits for all personnel; makes payment of same in accordance with individual contracts and Cooperative policies.
- 15) Oversees the payroll process to insure that all Federal and Internal Revenue Service requirements are met.

Information Management Services:

- 16) Oversees management of personnel records and ensures they are properly stored and maintained.
- 16a) Serves as official Board secretary and maintains accurate minutes.
- 16b) Copies of said minutes shall be provided each member of the Governing Board and each member district.
- 16c) Minutes of the Cooperative shall be published in the legal newspaper of CORE Cooperative to be selected as required by law.

Public Relations:

- 17) Cooperates with community members with dissemination of information to the public regarding Cooperative financial affairs.
- 18) Performs other during as assigned by the Director, Advisory Board, and Governing Board.
- 19) Understands and practices confidentiality with regard to the requirements set forth in the Family Educational Rights and Privacy Act (FERPA).

Audit:

- 20) Business Manager will schedule the annual audit.
- 21) Prepare the annual report and submit to South Dakota Department of Education.

Banking/Depository:

- 22) All bank statements are distributed to the Cooperative Director, and governing Board President monthly.

23) Monitor and manage all bank accounts, including but not limited to managing signature cards, credit cards, credit card statements, etc.

General Assessments:

24) Deliver the bills for the assessment of services on a monthly basis to each member school, prior to the first Friday of each month.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name