

Pierre Indian Learning Center Business Manager

GOAL: Under the general direction of the Superintendent, the Business Manager shall administer all aspects of the Pierre Indian Learning Center financial and business operations, following the general policies provided by the Indian Board of Education.

QUALIFICATIONS:

- Experience in accounting, finance, and operations in business, education, and applicable regulations.
- A bachelor's degree and related experience in any of the following areas: Business Administration, Accounting, or Finance.
- Such alternatives to the above qualifications as the Indian Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: The Business Manager will supervise the Human Resources Technician, Finance Technician, Administrative Assistant/Registrar, and other personnel as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Administrative position, full-time, twelve months a year. Does not require a teaching or administrative certificate. Salary and calendar to be established by the Superintendent and approved by the Indian Board of Education.

INDIAN APPLICANTS PREFERRED.

PERFORMANCE RESPONSIBILITIES:

Financial Leadership:

- Serve as a leader of the financial operations of the PILC and as a positive contributing member of the administrative team.
- Administer the development and maintenance of financial operations designed to carry out the mission, goals and policies of the Indian Board of Education.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Advise the Superintendent on short-term and long-term financial objectives, policies, and actions.

- Provide direction and assistance at all levels and departments regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of the PILC.
- Adhere to internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.

Management of Finances:

- **Fiscal Planning:** Conduct fiscal planning to include forecasting anticipated revenue, expenditures, and needs to ensure sound financial operations and no unexpected budget deficits.
- **Budgeting:** Prepare the annual budget for Board approval, acting under the direction of the Superintendent and in accordance with legal requirements and Board policies. Prepare and timely file the annual budget and associated reports, forms and tax requests in accordance with Board action, laws and regulations. Administer the adopted budget in accordance with legal requirements and adopted Board policies.
- **Funding Sources:** Assist in the search, development, and submission of grant proposals and other available funding.
- **Accounting:** Ensure prudent use of funds by providing adequate control and accounting of the school district's financial and physical resources and the development and implementation of sound business practices consistent with Board policy and law. Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met. Direct and monitor cash, check, and other receipts and deposits.
- **Debt Management:** Implement a system of cash flow management to ensure the timely payment of obligations.
- **Investing:** Invest the PILC funds in a prudent manner consistent with Board policies and laws. Manage the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.
- **Auditing:** Direct completion of an annual external single act audit in accordance with law and Board policy and implement procedures for periodic internal audits of accounts and expenditures.
- **Purchasing, Bidding, and Contracting:** Implement procedures for the efficient and fiscally prudent purchase of goods and services within the limits of the adopted budget. Serve as central purchasing agent for the purchase of equipment, materials and supplies within the annual budget or as directed by the Superintendent in accordance with Board policy, using bidding procedures where required. Receive, record, and authorize requests for disbursements in accordance with Board policies and established procedures and prepare monthly expenditure reports. Negotiate vendor contracts and supervise the preparation of contracts, bids, and bid specifications and receive and open bids; tabulate results, and prepare written recommendations as appropriate.

- Risk Management: Recommend to the Superintendent and facilitate the purchase of adequate property and liability insurance for the protection of the school district, members of the Board, employees, and school district property at reasonable premium levels.
- Professional Services: Manage the use of legal and other professional services and use legal services as directed by the Superintendent to prevent litigation and other complications.
- Property Management and Facilities: Recommend to the Superintendent the sale or disposal of property no longer required by the school and delegate the proper execution of such sale or disposal through staff and legal advisors. Work in conjunction with other personnel to update facility planning, maintenance, and cost projections for such areas and projects.

Relationship with Superintendent:

- Prepare and submit to the Superintendent and administrative team recommendations relative to all matters within the scope of the Business Manager's position, placing before the Superintendent and administrative team such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- Submit to the Superintendent explanation of any proposed procedure that would involve either departure from established procedure or the expenditure of substantial sums.
- Act on own discretion if emergency action is necessary in any matter not covered by Board policy, report such action to the Superintendent as soon as practicable, and recommend policy in order to provide guidance in the future.
- Engage in continual study and monitoring of the development and needs of the PILC's fiscal and plant operations. Inform and advise the Superintendent about the programs, practices and challenges of the school district in such regard. Provide a written report to the Superintendent and the Board quarterly regarding the status of fiscal operations.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards, as well as proposed legislation impacting financial operations of the school district, and inform the Superintendent of significant developments in these areas.
- Confer periodically with professional and lay groups concerning the school programs and transmit to the Superintendent and administrative team suggestions gained from such conferences.

Relationship with Indian Board of Education:

- Attend and participate in Board meetings and committees and lead committees as requested by the Superintendent.
- Prepare a comprehensive financial and program report and present this report as part of the formal meeting agenda at each of the quarterly Board meetings.
- Provide long term planning to guide Board policy development, present recommendations for the adoption or revision of Board policies, communicate Board policies to personnel, and students, and ensure through delegation to staff that all policies of the Board are implemented.
- Provide monthly financial statements to the Indian Board of Education Finance Committee indicating current revenue, budget and expenditures.
- Work cooperatively with the Board Chairman, Vice-Chairman, and Treasurer to ensure that fiscal information, business office procedures, and processes are accurately communicated.

Personnel Administration:

- Direct, supervise and evaluate employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties and others for whom the Business Manager is responsible.
- Recommend and implement professional development and staff training for individuals under the supervision of the Business Manager.
- Lead staff training and development for all district administrators in budgeting and financial management areas.
- Develop and maintain a positive and professional working relationship with the staff.
- Supervise the administration of and serve as the Board liaison, prepare financial analyses, reports, and proposals as needed. Aid in the implementation of such contracts and the handling and resolution of grievances consistent with such agreements.

School and Community Relations:

- Develop and maintain relationships with banking, insurance, and accounting personnel to facilitate financial activities.
- Develop school partnerships with businesses, communities, and other organizations to help meet identified educational needs.
- Maintain open lines of communication and cooperative working relationships with other government agencies. When appropriate, attend meetings of other government agencies to advance the interests of the PILC.
- Maintain positive relations between the school and local media.

General Responsibilities:

- Administer the school district's business operations in conformity with the adopted policies of the Board, state and federal laws and regulations, and all other laws and regulations.

- Manage and delegate monthly transactions related to purchased goods and services, accounts payable, accounts receivable, claim coding, payroll, all PL 100-297 grants including ISEP, Title programs, Part B, USDA School Nutrition Program, 401K fund, employee health benefit fund, and all other business services.
- Develop consistent financial reporting to include monthly and yearly comparisons of expenditures, receipts, costs, and other transactions to adequately communicate the financial state of the PILC, including the completion of an annual external Single Act 133 audit in accordance with law and Board policy, timely submission of SF-425 reports, SEFA, 990, and all other IRS reports/forms.
- Administer the school credit card accounts, and procedures associated with them to ensure operation in accordance with proper accounting procedures, Board policy, and legal requirements.
- Keep current with federal and state laws impacting the PILC's business operations and accounting standards, as well as proposed legislation impacting financial operations and school management developments
- Adhere to internal control guidelines and procedures for activities such as budget administration, cash and credit management, and accounting.
- Ensure that an inventory of all property is maintained, and ensure that depreciation schedules of inventory are kept current.
- Recommend to the Superintendent the sale or disposal of property no longer required by the school and delegate the proper execution of such sale or disposal through staff and legal advisors.
- Complete, or oversee the completion of, within the scope of the Business Manager's responsibilities, all reports and forms required by the South Dakota Department of Education and other governmental agencies and ensure that such reports and forms are submitted on or before the due date.
- Serve as the custodian and maintain directly or through delegation records related to personnel, students, business, and other records that are required by law or by Board policy.
- Maintain confidentiality of information concerning staff, students, and parents.
- Adhere to the code of ethics of the PILC and the South Dakota Department of Education. The Business Manager must serve as a positive role model for staff and students.
- Perform other tasks or duties as assigned by the Superintendent.