

Descriptor Term:

**GFAL**

**JOB DESCRIPTION:  
ASSISTANT BUSINESS MANAGER**

ISSUE DATE: **8-07-06**

**BASIC FUNCTION:**

Ensure that the School District derives maximum benefits from the prudent expenditure of every school dollar. To plan, organize, and maintain the accounting and payroll operations of the District and to train, supervise, and direct individuals in positions which impact the accounting and payroll functions.

**QUALIFICATIONS FOR POSITION:**

1. Bachelor's Degree in Accounting.
2. Certified School Business Administrator of Mississippi.
3. Extensive knowledge base of policies and procedures for Mississippi school district financial functions.
4. Computer skills.

**REPORTS TO:**

Business Manager

**SUPERVISES:**

Business office clerical staff

**DUTIES AND RESPONSIBILITIES:**

1. Serves as accountant for all local, federal and state funds approved by the school board.
2. Provides monthly accounting of all income and expenditures.
3. Prepares all monthly and year-end financial statements.
4. Supervises the reconciliation of all bank accounts maintained by the District.
5. Assists in preparing the school budget.
6. Assists in the projection of revenues and expenditures.
7. Monitor cash flow.
8. Provides accounting services essential to the preparation, administration, supervision and control of the budget.
9. Reports on the accounting affairs of the District and recommend changes and improvements as necessary.
10. Cooperates with the auditors and provides information to them as requested.
11. Provides financial information requested by the State Department of Education.
12. Prepares and reports W-2 information to the Social Security Administration and Mississippi Bureau of Revenue.
13. Assumes responsibility for all tax, accounting, and other financial matters which may effect the District to make sure that the District complies with all known regulations that the financial records are in line with generally accepted accounting standards for government entities.
14. Acts as payroll officer for the District. Supervise the management of payroll, assure proper accounting of pay funds, retirement issues, etc.

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15. Assist in recruiting, recommending, training, supervising and evaluation of all business office clerical staff.
16. Acts for the Business Manager in his absence.
17. To perform such other duties as may be assigned by the Superintendent

**TERMS OF EMPLOYMENT:**

To be employed twelve months per year. Salary and work year to be established by Board policy GGBA.

**EVALUATION:**

Performance in this position will be evaluated by the Superintendent annually in accordance with the provisions of the Board's policies on evaluation.