

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUSINESS MANAGER, OPERATIONS DIVISION

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: ASSISTANT SUPERINTENDENT CHIEF OPERATIONS OFFICE (9025)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Accounting or Business Administration.
- (2) Minimum of 10 years' experience in a progressively responsible position administering, monitoring or reconciliation of governmental budgets.
- (3) Demonstrated thorough understanding of Governmental Accounting Standards.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting practices. Knowledge and ability to budget and reconcile financial records in an accurate manner. Ability to effectively manage, store and report information from Excel. Ability to supervise employees. Ability to create financial reports based upon data analysis. Ability to plan, organize, problem solve and prioritize activities of staff. Knowledge of public sector multi-fund budget and finance procedures and practices.

REPORTS TO:

Chief Operations Officer

JOB GOAL

Directly responsible for the development, monitoring and oversight of the operational and capital department budgets within the operations division. Supervises all bookkeepers within the division.

SUPERVISES:

Accountant/Bookkeepers

PERFORMANCE RESPONSIBILITIES:

- *(1) Oversee all operational departments general fund and capital annual budgets to ensure proper accounting and expenditure of funds in accordance with department goals.
- *(2) Monitor all purchase orders and vendor payments to ensure accuracy.
- *(3) Audit and monitor all department purchasing activities.
- *(4) Assist department Directors with annual budget development.
- *(5) Supervise Bookkeepers within the division and evaluate workload to streamline processes.
- *(6) Establish procedures to monitor budget expenditures and spending patterns
- *(7) Lead annual zero-based budgeting process and align all expenditures with strategic department goals
- *(8) Provide training for all supervised bookkeepers in process and procedure.
- *(9) Establish and maintain purchase order processing procedures that ensure efficient and effective services can be delivered to the customers.
- *(10) Ensure all contracts for construction and facilities services are properly funded, coded, monitored, and payments are verified. Work closely with the Finance Department on capital project and capital assets.
- *(11) Evaluate the effectiveness of assigned personnel and monitor a personnel evaluation system for these employees.
- *(12) Provide oversight of bid process, establishment of blanket purchase orders, adherence to terms and conditions of bids, and monitoring of encumbrances.
- *(13) Participate in recruiting, interviewing, evaluating and hiring technically qualified personnel.
- *(14) Review and approve all items submitted from departments for Board Approval for accuracy.
- *(15) Assist in development of annual operations division report.
- *(16) Assist in development of department monitoring metrics. Develop reporting mechanisms to support ongoing performance measure updates.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Keep well informed about current trends and best practices in areas of responsibility.

BUSINESS MANAGER, OPERATIONS DIVISION (continued)

- *(19) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(20) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(24) Represent, consistently, the District in a positive and professional manner.
- *(25) Provide leadership and direction for the assigned areas of responsibility.
- *(26) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(27) Exercise proactive leadership in promoting the vision and mission of the District.
- *(28) Set high standards and expectations for self and others.
- *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(30) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(31) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities