



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Business Administrator
- CLASSIFICATION:** Administration
- JOB OBJECTIVE:** Manage the business affairs of the District to provide the best possible educational service within the financial resources available.
- REPORTS TO:** District Administrator
- QUALIFICATIONS:** Master's degree preferred in accounting/business administration or related field or equivalent experience. Technology and social media skills appropriate to a managerial position.
- ESSENTIAL DUTIES:**
- Provide a sound and proactive management of the district's financial and business affairs
  - Provide advice and recommendations to the District Administrator and Board of Education on business affairs
  - Develop and implement long-range planning and vision for district business operations within available finances
  - Identify, forecast and recognize sources of revenue available to the district from local, state and federal government agencies
  - Develop and maintain an accurate fiscal accounting system utilizing procedures conforming with the Wisconsin Uniform Financial Accounting Requirements (WUFAR)
  - Complete the preparation, implementation, monitoring and presentations of the annual district budget. Complete timely submittal of required fiscal reports
  - Manage the district's entire request for proposal (RFP) process
  - Manage the District property, worker's compensation and liability insurance programs
  - Oversee the payroll system and employee benefit programs and their administration
  - Oversee the district food services programs and their administration
  - Oversee the district's buildings & grounds programs and their administration
  - Oversee the district's student transportation program and coordinate administration with contractor

- Oversee the district's banking and investment programs
- Oversee the district technology department programs and their administration
- Present financial data to various school and community groups in written, oral, and multi-media formats
- Serve in an advisory capacity to the District Administrator on general operational and managerial affairs within the district
- Select, supervise, schedule, train and evaluate business office staff

**ADDITIONAL DUTIES:**

- Additional duties as deemed appropriate at the sole discretion of the District Administrator
- Maintain a current knowledge base through business networks, educational workshops, and professional publications

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED: May 2020