

RANGELEY LAKES REGIONAL SCHOOL

TITLE: Buisness Manager

REPORTS TO: Superintendent of Schools

SUMMARY: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available

RESPONSIBILITIES.

1. Develops and administers an accounting system which will provide for:
 - Monthly review of School Department finances for the RSU #78 School Board
 - Collection of management data for the Superintendent as requested
 - Audit and reporting in compliance with Federal and State law and Department of Education requirements.
2. Assists in the development and management of the budget
3. Manages the payroll process
4. Coordinates monthly, quarterly and annual payroll process
 - Annual calculation of salaried and hourly paid personnel
 - Maintenance of health and dental insurance benefits
 - Maintenance of elective annuities and pension plans
 - Maintenance of State and Federally required payroll deductions
 - Maintenance of Maine State Retirement program
 - Preparation of monthly, quarterly and annual State and Federal tax forms
5. Advises and assists the Superintendent as needed on any matter of business or finance.
6. Coordinates purchasing
 - Processes purchase orders, placing orders from vendors by telephone, fax, on-line or in person
 - Orders general school supplies using most economic means possible
 - Assists in bid process
 - Monitors instructional budget
 - Prepares merchandise for return when necessary
7. Manages Accounts Receivable
 - Prepares and maintain receipts for all accounts receivable
 - Prepares tuition invoices
 - Reconciles all bank accounts
8. Manages Accounts Payable
9. Assists with annual audit
 - Assists with employing and scheduling auditor as required by the State Department of Education
 - Prepares and maintain all financial records and reports in a timely manner
 - Prepares all accounts payable/accounts receivable records at the end of each fiscal year
 - Prepares vacation, sick leave and salary liability schedules
 - Assists in the preparation of State, Federal and Local Grants for audit
 - Assists in the audit of the School Nutrition Program, Student Activities Program, Adult Education Program and school scholarship accounts.
 - Assists with annual audit, making all financial records, payroll records, vendor files, receipt journals, etc. accessible

10. Maintains Federal, State and local grant programs.
 - Assists in seeking sources of Federal, State and local grants
 - Assists in the preparation of applications
 - Prepares and maintains reports
 - Assists in administering grants as specified in grant proposals
 - Maintains Maine State Retirement reporting for Federal grants
11. Prepares Special Education Reports
 - Assists in the preparation of reports for Maine State Billing and State Agency Clients
 - Assists in report writing for the State Department of Education/NEO
12. Assists with the School Nutrition Program
 - Prepares application forms annually
 - Maintains the free and reduced verification process
 - Prepares and maintains all monthly, quarterly and annual reports
13. Manages the Insurance Programs
 - Assists the Superintendent with the purchase of School Board liability insurance, bond insurance, student health insurance and adult education insurance when necessary,
 - Administers the Blue Cross health insurance program and the Northeast Delta Dental insurance program
 - Maintains all elective employee insurance plans
 - Administers Worker's Compensation program
14. Assists Superintendent in complying with negotiated contracts.
15. Processes driver requests, bus driver's request and drug testing
16. Maintains the following:
 - Student Activity funds
 - Scholarship accounts

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); with three years accounting/bookkeeping experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general documents, technical procedures and government regulations. Ability to write routine reports and complex reports and correspondence. Ability to speak effectively before vendors, staff, and administrators.

MATHEMATICAL SKILLS:

Ability to add, subtract and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts and interest. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Must have strong communication, computer and interpersonal skills. Must have ability to learn and utilize new software programs as systems are upgraded. Typing required with good grammatical spelling and punctuation. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk or use fingers, tools or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.