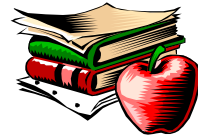




**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**Business Manager**

Revised 1/17

**DEFINITION**

Under the direction of the Assistant Superintendent of HR/Business, the Business Manager plans, prepares, administers, supervises, and implements the accounting and financial services of the district in the areas of budget, accounting, payroll, and attendance; supervises personnel working in that field; and conducts business training workshops.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

**Budget**

- Account code maintenance. E
- Budget development including timeline schedules. E
- Budget revisions. E
- Estimate ADA based on enrollment projections. E
- Presentation of financial information at board meetings. E
- Serve on the district negotiations team. E
- Provides recommendation to Supervisor, the Superintendent, and the Board on fiscal matter. E

**Monitor**

- Attendance report preparation (P1, P2, and annual) . E
- Back up signature to Assistant Superintendent of HR/Business. E
- Monitor cash balances in county treasury. E
- Monitor food service for compliance with NSLP. E
- Monitor revolving cash checkbook for compliance with policy. E
- Review enrollment projections to budget. E
- Work with external auditors on annual audit. E
- Meet with employees and retirees if necessary to provide insurance information. E
- District contracts. E

**Supervision**

- Journal entry postings. E
- Receipt finalization in TCOE system. E
- Review payment vouchers for correct accounts. E
- Supervise and evaluate accounting staff. E
- Supervise and evaluate Food Service Director and Business Manager Secretary. E

**TCOE**

- Approve requisitions in TCOE system. E
- TCOE system site administrator. E

**Other duties include but are not limited to the following:**

- Review District cash management programs and investment policies, perform financial and statistical research, and analytical studies. E
- Prepare and supervise the preparation of special financial and statistical reports. E
- Perform other duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education**

Bachelor's degree with major course work in accounting desired

Master's degree or Certified Public Accountant (CPA) status desired

Exemplary qualifying experience may be substituted for the educational requirement

### **Experience**

Five years of increasing responsibility in fiscal management including accounting, financial analysis, budget preparation, and control

Three years direct experience with California school finance accounting, and data processing desired

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California drivers license

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

- Accounting, budget and fiscal management, principles, methods, techniques, and practices.
- Audit and fiscal control strategies, techniques, and procedures.
- Financial analysis and research techniques, methods, procedures, and strategies.
- Principles of cash management.
- Principles of organizations, management, and supervision.
- Modern business office practices, methods, and procedures.

### **Ability to**

1. Direct and manage the accounting and fiscal record management programs of the district.
2. Analyze statistical and fiscally related data and prepare clear, comprehensive, and concise reports.
3. Plan, develop, and implement accounting, budget control, and fiscal operational procedures; accurately forecast income, student enrollment predictions, and personnel projections.
4. Prepare and present oral and written reports.
5. Effectively organize, manage, and direct the work of others; establish and maintain cooperative working relationships.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Office environment with some travel to the district sites.

### **Physical Demands**

- Continuous use of hands and fingers, hand-eye coordination, and manipulation of large and small objects.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Occasional bending, reaching, stretching, pushing, pulling, kneeling and crouching.
- Rare instances of climbing and balancing.