

Southmoreland School District
Business Manager and Transportation Director

Employee Group: Contracted

Job Summary

To plan and manage the daily financial affairs and risk management of the school district. Monitors the overall financial state of the District and manages accounting system and procedures to ensure accurate information is readily available to make sound financial decisions.

Responsible for ensuring proper functioning of the pupil transportation program.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Bachelor's degree in business management, accounting, finance or a related field. Preferred graduate degree in or significant coursework in Pennsylvania public school finance together with at least three years of relevant experience with business and administrative functions.

Work Experience

5-7 years Demonstrated knowledge of Pennsylvania public school finance through experience as a public school business manager or equivalent experience with business and administrative functions.

Status as a Pennsylvania Registered School Business Administrator

Experience with school transportation services preferred.

Valid driver's license required

Essential Functions of Business Manager

Develops budget guidelines, prepares the budget, assists administrators in review of the budget and coordinates the presentation of, justification for, and preparation of additional analysis required to understand the budget proposal for action by the board.

Abides by, monitors and enforces compliance with federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations but with final administrative discipline decided and imposed by the Superintendent:

- (a) As to his/her staff;*
- (b) As to all the District's employees as to payroll, benefits, retirement and all financial matters;*
- (c) As to contractors obligations for financial matters;*
- (d) As to applicable collective bargaining agreements, Act 93 and all District employees plans as to financial matters; and*
- (e) Plans for and/or advises the School Board and Superintendent as to collective bargaining and participates in negotiations and hearings as directed.*

Abides by, monitors and enforces staff compliance with specified assurances and requirements in all government programs, public or private grants and public or private contracts Maintains expertise in generally acceptable accounting procedures relevant to these duties including those established by PDE, District policies affecting District personnel or finances. Stays current on legal issues affecting financial operations of transportation and food services in the District. Recommend changes to District policies or administrative regulations and provide input into collective bargaining.

Establishes and supervises a program of accounting and reporting for the financial affairs of the District to include, appraisal of existing accounting and financial policies and procedures as to their adequacy and effectiveness; and preparation of a District-wide plan for the management of school activity, student body, and school-based internal funds. Continuously monitors and implements effective procedures to safeguard all such funds.

Develops and implements procedures consistent with Board policy and applicable law and regulations on cash management and investments. Provides for investment of surplus funds.

Processes invoices and receipts; establishes controls for transfer of budgeted funds, as requested by program directors, department heads, and school administrators; and completes, monitors, and reports the activities applicable to state and federal funded activities.

Prepares appropriate financial reports to record data as required by state and federal agencies and to provide information for management decisions; files a financial report annually for audit by an

independent certified public accountant, coordinates the programs for outside auditors and implements audit suggestions on a timely basis; and submits periodic statements to the Board detailing the status of the budget appropriation. Prepares and file financial reports required for compliance with grants or contracts

Develops, oversees, and administers a comprehensive, legally compliant program for securing the purchase of supplies, equipment, maintenance and contracted services to include: the review or preparation of bidding documents, including notice to bidders, instruction to bidders, specifications and the form of proposal, and development of a fixed asset inventory for insurance and control purposes.

Assists principals and Department heads in budget development.

Supervises business office staff, all payroll functions and the timely payment of bills and benefits.

Tracks and secures accounting, payroll, and other personnel administration data to include the number of personnel, dollars involved with such personnel, and all other related data concerning professional and support staff; verifies employee services and prepares special reports required for income tax, social security, and other special withholdings; prepares pertinent fiscal data for negotiations, including data relevant to benefit programs; and assists in the selection, evaluation and recommends revision to employee health insurance programs.

Establishes procedures for record keeping and maintains all records that audit and legal requirements demand, reviews and updates form designs as needed and provides standard operating procedure manuals for the effective workflow of paper processing.

Provides administrative office services dealing with telephone, postage, and office equipment operation, general mail receipt and distribution, including courier service for interschool mail, and centralized copying/duplicating services.

Manages, monitors, evaluates, and procures the District insurance and oversees risk management programs. Recommends purchase of and secures adequate insurance for real estate and assets based on current value and to cover other liability risks including workers' compensation, liability, automobile, property, student and commercial insurance as appropriate. Coordinates with the Administration to provide training and form committees to protect the assets of the District and shield individuals in the District from liability. In coordination with the Director of Human Resources, oversees employee benefit contract administration and monitors employee eligibility for District health insurance.

Provides a continuous evaluation of support service programs and effectively communicates with staff regarding issues involving the educational program and the furnishing of support services to all levels of the school system.

Performs the duties of bonded School Board Treasurer in accordance with the Public School Code.

Manages the appropriate maintenance, storage, disposition and retrieval of all non-educational District records. Works with the Financial Advisors, Bond Counsel, and Solicitor in all District refinancing and all debt management issues. Conducts pre-audit work arrange for the internal auditing of school accounts and coordinate all external audits. Reviews athletic, student activities and petty cash funds. Monitors food service accounts. Provides financial data required for grant proposals.

Keeps abreast of issues and trends in the areas of school business administration through literature, participation in school business officials associations, and attendance at approved workshops and seminars.

Acts as advisor to the Superintendent concerning financial affairs and matters of general importance to the educational program and provides relevant communication to the Board of School Directors, cabinet members, stakeholders and state officials.

Provides leadership related to long range, strategic, financial, facilities and debt management planning and participates in the decision-making and policy development processes within the system as well as in professional meetings with administrative staff and colleagues.

Attends all board meetings and conferences as directed by the Superintendent.

Manages, supervises and evaluates financial office staff.

Prepare a monthly budget and financials reports for the school board meeting

Perform Other Duties as assigned by the superintendent and/or school board

Perform in accordance with school policy, administrative regulations, state and federal law.

Essential Functions of Director of Transportation

Coordinates a transportation program to meet all local, state, and federal laws and regulations and the daily instructional program and extra-curricular activities.

Prepares bus routes for all public, non-public, private, homeless, early intervention, and special education schools servicing school district students.

Prepares and updates bus schedules for all public, non-public, private, homeless, early intervention, and special education schools servicing the school district in order for all pupils to be transported in the most efficient and effective manner possible.

Works with contractor to ensure any legally required background clearances and related reports have been secured and properly processed.

Works with contractor to ensure that schedules are carried out properly.

Keeps an accurate count of pupils using the transportation program. Maintains records necessary to prepare all state reports as required by PDE.

Assists in establishing uniform personnel policies for transportation employees.

Communicates with bus drivers, contractors and school principals regarding transportation changes and assists the central administration in matters dealing with school delays and closings. This involves traveling the roads in possibly inclement weather to determine if delays or closings are necessary.

Supervises the planning for special school trips with school principals and other district personnel.

Communicates with and assists the principals and bus drivers related to discipline programs occurring on school buses and solutions.

Develops recommendations for future transportation needs based on an annual survey of resident students.

Establishes and maintains a good rapport with students, teaching staff, and the community. Acts as liaison with parents for complaints and special requests pertaining to transportation.

Ensures that all district drivers and vehicles comply with federal, state laws and regulations established by the Pennsylvania Department of Transportation regarding pupil transportation.

Informs Superintendent or his/her designee of road hazards which impact daily transportation routes.

Manages all aspects of department budget.

Provides or coordinates with bus contractor to provide bus safety training sessions for students and parents.

Attends appropriate committee and staff meetings as well as conferences to update safety standards and provide a more effective means of pupil transportation.

Provides central administration with contractor evaluations and suggestions for transportation contract revisions.

Perform Other Duties as assigned

Perform in accordance with school policy, administrative regulations, state and federal law.

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