



KIN DAH ŁICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Approved: 04/13/2018

TITLE: Business Manager	EMPLOYMENT: 12 Months
CLASSIFICATION: Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Demonstrate knowledge and understanding relationship with parents and students; to have a positive working relationship with Principal, Office Specialist, Personnel Technician, Operations Manager, students and staff; to play an integral part in providing a service-oriented relationship with all departments; to assure the smooth and efficient operation of the school accounting and business office functions, including but not limited to bookkeeping, payroll, employee benefits, property management, student activity account, and general office administration, facility management, and food service department.

Necessary Qualifications:

- B.A., Masters Degree preferred in Business or in a field related to finance and accounting work.
- Minimum of four years of business administrative experience required.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Must be bonded for financial responsibilities.
- Valid Arizona Driver's License.
- First Aid and CPR Certification is required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of school programs and operations required.
- Knowledge of Infinite Visions software for on-site financial procedures and operations
Must be computer literate.
- Good organizational and planning skills.
- Excellent written and oral communication skills.

Duties and Responsibilities:

- Provides administrative support to the Principal, Office Specialist, Personnel Technician, Operations Manager and the Governing Board.

- Responsible for school financial functions that include Budgets, Fiscal Accounting, Investments, bookkeeping, Checking, Payroll, Accounts Receivable, Payment of Billings, Deposits and Fiscal reports; ensures internal procedures and controls are maintained.
- Prepares and disseminates monthly department or program budget balances.
- Reviews cash receipts prior to deposits.
- Manages school-sponsored activities.
- Establishes and maintains a financial record system and files in accordance with requirements from BIA and BIE.
- Responsible for training Business Office personnel.
- Responsible for maintaining and compiling information required to develop and update the budget and to prepare reports including the monthly bank reconciliations.
- Reviews and processes purchase requisitions, purchase orders, budget requests, personal recommendations and other documentation as needed, for all areas.
- Assists in monitoring expenditure activity to ensure budget limits are not exceeded.
- Attends Governing Board meetings.
- Prepares documents necessary for funds management, audits, and USDA programs.
- Assists Principal in preparation of annual reports as assigned.
- Performs other financial, administrative and support service related tasks as assigned.
- Reconciles monthly financial accounts statements.
- Responsible for annual fiscal audit of school finances and programs.
- Conducts annual performance evaluations of staff supervised.
- Ensures that all subordinate personnel comply with all provisions of the KDLO Personnel Policies and Procedures and with all other duly adopted Board policies, procedures, directives and manuals.
- Enforces policy and procedural compliance by supervised employees through administration of fair and appropriate discipline.
- Maintains all required licenses and certificates in current status and report to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Principal

Supervision Given: Business Office staff and other staff as assigned

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.