

CLEVELAND SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE:	School Business Administrator
QUALIFICATIONS:	Appropriate Mississippi School Business Official Certification Experience in public school business administration and finances
SUPERVISOR:	Superintendent
PAYMENT RATE:	CSD Pay Grade Scale M
JOB GOAL:	To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled

Mission and Goals

- Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Uses student data to identify program needs
- Develops goals, objectives, programs and operations that are consistent with school system vision, mission and goals
- Ensures that unit and program plans are consistent with the system's strategic plan
- Organizes daily, monthly and yearly schedules to facilitate learning and teaching in the schools
- Communicates high expectations of students, staff and parents/guardians
- Creates, identifies, encourages and supports innovative ideas that in turn support learning and teaching in the schools

Budget and Accounting

- Directs all financial accounting matters
- Directs fixed asset plan
- Assumes responsibility for the receipt and expenditure of district funds
- Prepares and implements the school budget
- Reconciles or reviews reconciliation of all bank accounts maintained by the district
- Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records etc
- Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledger
- Prepares bank transfers to appropriate funds as needed and approved
- Manages short-term investment portfolio

- Budgets money for all schools based upon accreditation standards:
 1. Grade proficiency at each school
 2. Continuous growth at each school
 3. Subject area summative tests
- Budgets money for all schools based upon ADA and ensures that budget assignments meet Mississippi Public Schools Accountability Standards

Planning and Supervision

- Prepares reports to the proper staff members concerning the status of their budgetary accounts to guard against the overspending of any budgeted account
- Arranges for audits of financial statements annually by a CPA firm or the State Auditor's Office
- Recommends new accounting methods as desirable and necessary
- Serves as Central Office Manager for coordination of lunch, vacation, or other time schedules and activities needed at the Central Office level, as directed by the Superintendent
- Develops as needed bid specifications for materials, equipment and services for the school district, in accordance with regulations prescribed for bidding requirements in the purchasing laws
- Verifies overtime calculations for dual-job staff for compliance with wage and hour regulations
- Reviews and complies with the guidelines in the *Personnel Handbook* and the *Mississippi Department of Audit Financial Accounting Manual*
- Supervises payroll, insurance accounting, activity funds, receipts process, accounts payable, and fixed asset accounting
- Prepares all journal entries
- Approves and signs all receipt warrants
- Conducts cost analysis studies and recommends long-range financial plans and projections of the district

Performs any other tasks as required by the Superintendent of Education and the designee of the Superintendent

Terms of Employment: Salary and work year established by the Board

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

Primary Location: Cleveland School District Central Office