



GREENVILLE PUBLIC SCHOOL DISTRICT
P.O. Box 1619
Greenville, MS 38701
(662) 334-7000

VACANCY ANNOUNCEMENT

Business Manager

QUALIFICATIONS:

- A degree in finance, accounting, business administration or related field.
- Valid School Business License (endorsement 420) or be eligible to obtain a provisional license.
- Minimum of three years of experience as a Business Manager or Assistant Business Manager.

JOB GOAL:

- To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled.

RESPONSIBILITIES:

Management of Educational Resources

- Selects and utilizes personnel to meet the needs of the school
- Administers the finances of the district with sound fiscal management and educational practices
- Assists with the development of the budget and makes allocations to schools in an equitable manner
- Achieves maximum results for available resources and money spent
- Understands and utilizes technology effectively.

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
- Maintains a continuous internal auditing program for all funds
- Manages short-term investment portfolio
- Budgets money for all schools based upon accreditation standards:
 - Grade proficiency at each school.
 - Continuous growth at each school.
 - 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 described and necessary.
- 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, the Deputy Superintendent, and/or the designee of the Superintendent.

NOTICE/CLOSING DATE:

Applications will be accepted until January 14, 2022. Applicants selected for an interview will be contacted.

APPLICATION:

Applicants should complete an application online at www.gvillepublicschoolsdistrict.com.

CONTACT:

If you should have questions, please contact Mrs. Janet McDavid-Collins, Human Resources Director, at jcollins@gpsdk12.com.

As required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Greenville Public School District does not discriminate on the basis of sex, race, religion, age, handicap, national origin or veteran status.

Greenville Public School District
Job Description
Business Manager

Title: Business Manager
Qualifications: Degree in Finance, Accounting, Business Administration or related field.
Valid School Business License (endorsement 420) or be eligible to obtain a provisional license.
Minimum of three years of experience as a Business Manager or Assistant Business Manager.
Reports To: Superintendent of Education and/or designee of the Superintendent
Job Goal: To administer the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each student enrolled

Missions and Goals

- Works with the Superintendent and those who 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 the school system's 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

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Terms of Employment: Ten, eleven, twelve month year salary and work year will be 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.