

Mandaree Public School

PO Box 488

Mandaree, ND 58757

Business Office 701-759-3120

Fax 701-759-3123

www.mandaree.k12.nd.us

Position Announcement

April 3rd, 2017

Position: Business Manager

Salary: DOE

Opening Date: Current

Closing date: Open until Filled

Brief Description: of Duties and Qualification

1. The business manager will maintain and monitor the Federal Finance System/Budget for all fiscal operations.
 - A. Prepares financial program plans within thirty days of receiving fund distribution document.
2. The business manager will coordinate and operate system for all employees.
 - A. Coordinates and operates a personnel system for employees. Consistently prepares and reviews and finalizes personnel transactions in accordance with 62 BIAM
3. The business manager will implement, maintain, and monitor all purchasing and procurement transactions in accordance with policies and procedures and federal acquisition regulations.
 - A. Prepares and reviews all purchasing and procurement documents to ensure payment to vendors in accordance with District policies and procedures and federal acquisition regulations.
4. The business manager will prepare and review all PL 100-297 grant documents.
 - A. Amends the PL 100-297 grant documents and State reports and drawdowns within one to two days, and forward them the payment.
5. The business manager will complete payroll, tax, and insurance associated reporting to local, state, and federal agencies. He/She will reconcile all records in a timely and efficient manner.
 - A. Prepares and reviews all payroll, tax and insurance documents to ensure payment to vendors in accordance with District policies and procedures and federal acquisition regulations.
6. Business Manager maintains accurate and up-to date reports, budgetary sheets and other fiscal management duties to ensure compliance with project requirements on those programs for which he/she is responsible
- A. Prepares financial program plans within identified timelines of receiving fund distribution document.
7. School personnel will maintain a positive attitude that will aid in relationship building

- A. Greets students/staff in a friendly manner and uses appropriate language; provides physical and emotional support to students when needed; demonstrates professionalism when meeting with parents; contact parents about appropriate and inappropriate behaviors either in writing or by phone.
- 8. Is proficient with technology
- 9. Participates in on-going professional development
- 10. Maintain a web page on the school web site.
- 11. Is on time and reports to assigned duties
- 12. Other duties as assigned by supervisor

Physical Effort:

- 1. Must be able to lift 30 pounds and needed for supplies
- 2. Must be able to stand for extended periods.

Working conditions

- 1. Office setting
- 2. Later Hours may be required for school related functions

Qualifications

- 1. Master's Degree Preferred
- 2. Must follow the district's Drug and Alcohol Policy.
- 3. Must Complete and sign a Provisional Hiring Statement

Send or fax all applications to the address above and send all inquiries to Josephine.espino@k12.nd.us

