

**BLOOMSBURG AREA SCHOOL DISTRICT**

**728 East Fifth Street  
Bloomsburg, PA 17815**

**JOB DESCRIPTION**

**TITLE: BUSINESS ADMINISTRATOR**

**QUALIFICATIONS**

- Bachelors Degree in Business Administration/Accounting or similar related discipline
- Ten (10) years of prior related school district experience in lieu of the above educational requirements
- An understanding of fund accounting and generally accepted accounting practices
- Status as a “Pennsylvania Registered School Business Administrator” is preferred
- Such alternatives to the above qualification as the Board may find acceptable and reasonable

**REPORTS TO:** Superintendent and Board of Education

**SUPERVISES:** Business Office Staff, Food Service Director, Transportation Coordinator, PIMS Coordinator

**JOB GOAL:** Plan and manage the business affairs of the school system in compliance with instructions of the Superintendent, pertinent laws, state regulations, collective bargaining agreements, and Board of Education policies.

**ESSENTIAL FUNCTIONS:**

Manage, supervise, and/or perform district-required duties in the following category areas:

- Auditing
- Cash Management and Investments
- Child Accounting
- Debt Service and Capital Fund
- Financial Accounting and Reporting
- Financial Planning and Budgeting
- Food Service Operations
- Insurance/Risk Management
- Negotiations
- Office Management
- Payroll Accounting
- Personnel Management/Records
- Purchasing and Supply
- Real Estate and Fixed Assets
- School and Community Relations
- School Board Assistant Secretary

Tax Administration

Transportation

## PERFORMANCE RESPONSIBILITIES

### A. Budgeting and Financial Planning

1. Establish a system of control for budget execution and shall direct and supervise all financial accounting in the School District.
2. Assist and cooperate with outside auditing agencies in the conduct of approved audits or review of the District's fiscal records.
3. Translate the educational needs of the District as expressed in periodic meetings into composite short- and long-term financial plans.
4. With the Superintendent, prepare the annual district budget, review it with the Administration, and present it for approval and adoption by the Board of Education.
5. Prepare cost analysis reports concerning the operation of the school.
6. Review the effect of the educational program on the financial structure of the community and advise the Superintendent in maintaining a proper balance between the two.
7. Be familiar with all sources of revenues for school purposes, explore possibilities of new sources, and be responsible for obtaining all monies to which the Board of Education is entitled. Communicate with all concerned in securing the funds necessary to operate the educational program.

### B. Purchasing

1. Assume responsibility for all purchases when bidding is required, including equipment and supplies for new buildings as well as for existing buildings.
2. Oversee all purchasing for the School District.
3. Prepare supply lists, assist in writing specifications for bidding and advertising and tabulate bids, all in accordance with established purchasing policy and state laws. Present recommended bid awards for Board approval.

### C. New Construction/Renovations

1. Work with attorneys and financial advisors to effect suitable financing.
2. Prepare documents as required for PlanCon processing and bond offerings.
3. Oversee the distribution of payments for construction in progress.

### D. School/Community Relations

1. Provide the Superintendent and other staff members, as well as the Board, with facts and information that help them in their relations with the public.
2. Interpret the business area of educational programs to the educational staff and to the public and media where possible and required.
3. Communicate with the school solicitor on legal matters dealing with non-instructional issues.

### E. Personnel Management

1. Assist the Superintendent in preparing for and or conducting negotiations and in handling individual and group problems related to duties, salary, working conditions, benefits, policies and procedures of non-instructional personnel, and provide guidance and information in connection with employment of severance from service for these personnel.

2. Oversee, direct, and supervise the Business Office staff, Food Service Director, Transportation Coordinator, and PIMS Coordinator.
3. Maintain adequate records for all School District employees regarding salary, retirement, social security, withholding taxes, wage taxes and insurance and the like and complete reports.
4. Oversee the administration of the district retirement, health and life insurance programs, and advise employees regarding these programs and work closely with benefit providers.

F. In-Service Training

Assist in the organization and execution of in-service training programs aimed at increasing the skills of school business management.

G. Food Services

In conjunction with the Food Service Manager, oversee the food service program, its maintenance, monthly inspection, its reports and supervision, conferring with interested parties, and provide economical, satisfactory and efficient management of the lunch and breakfast programs.

H. Pupil Transportation

In conjunction with the Transportation Coordinator, oversee the district's pupil transportation services.

I. PIMS

In conjunction with the PIMS Coordinator, ensure that all PIMS reports are submitted to the state accurately and efficiently.

J. Accounting and Reporting

1. In conjunction with Business Office staff, oversee the preparation and certification of the accuracy of monthly and annual financial reports required by the Superintendent, Board of Education, State Department of Education, and other agencies of government.
2. Establish the accounting systems necessary to provide school officials and administrators with accurate financial facts as the basis for formulating policies and decisions.
3. Oversee the tax collection systems utilized by the district
4. Invest the funds of the district on a day-to-day basis to insure effective cash flow and in a manner that provides maximized returns at minimized risk levels.
5. Assist in the evaluation of computer hardware and systems for handling the administrative reporting requirements of the district.

K. Insurances

1. Maintain adequate general liability and property casualty coverage for the district and personnel, as required.
2. Administer the student accident insurance coverage and policy information.

L. Other Functions

1. Submit information, including written board reports as directed by the Superintendent, for inclusion in agendas for Board meetings.
2. Attend regular, committee, and executive sessions of the Board to advise on matters relating to non-instructional services of the district.
3. At the pleasure of the Board of Education, shall as the non-voting Assistant Secretary of the Board, fulfilling the duties as outlined in the School Code.
4. Develop and implement policy in the area of school business management, generally accepted accounting practices, and related activities.
5. This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his/her administrator(s) and/or supervisors(s).

SELECTION: Appointment shall be made by the Board of School Directors following the recommendation of the Superintendent.

EVALUATION: Performance of this position shall be evaluated annually by the Superintendent.

TERMS OF EMPLOYMENT: As per the terms of the Business Administrator's contract

I have read and understand this job description.

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Signature

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Date

*Approved: 2/21/17*