



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	School Business Manager
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Administration
<b>LOCATION</b>	
<b>REPORTS TO</b>	Principal
<b>STAFF SUPERVISED</b>	Custodians/Maintenance/Transportation/ Nutrition Program in cooperation with Principal
<b>PROBATIONARY PERIOD</b>	Three Months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

The incumbent performs administrative and clerical functions of moderate complexity under the direction of the Principal. The incumbent is responsible for managing the school budget and accounts, transportation program, co-ordinating and supervising the work of the custodians and maintenance personnel.

**QUALIFICATIONS**

Education

- Grade 12
- One year post secondary business training at the community college or correspondence school level.

Experience

- Two years experience working in an office environment.

Knowledge, Skills and Abilities

- Knowledge of the objectives, functions and related policies and procedures of the school and Division.
- Knowledge of effective Division procedures and practices in the areas of personnel, accounting, budgeting and purchasing, facilities operation, maintenance and transportation.
- Excellent interpersonal and customer relations skills.
- Ability to work independently and with limited supervision, specifically during Christmas, mid-term and summer break periods.
- Ability to establish and maintain satisfactory relationships with the public, school and Division personnel and school committees.

**DUTIES AND RESPONSIBILITIES**

- Collects data and prepares annual draft budgets for consideration of school administration.

- Reviews school operating statements on monthly basis, providing concise, comprehensive reports, recommendations and comments to school administration.
- Maintains school financial records, collects and deposits monies, issues cheques, maintains and balances records and prepares reports as required.
- Maintains and balances petty cash.
- Maintains accounting systems and records for school based funds including receipt and security of funds, timely bank deposits and reconciliations and regular and timely provision of reports to school and Division administration.
- Reviews purchase orders and receives and distributes supplies.
- Prepares work schedules and provides guidance or direction to selected support staff as may be directed by the school administration, including summer employment.
- Coordinates and supervises the work of custodians, maintenance and bus drivers in conjunction with the Principal.
- Coordinates the school lunch and nutrition program.
- Administers and/or coordinates various elements of the school transportation program including arrangements for educational tours and sports trips, driver assignments, assigning new students to specific buses and preparing and submitting any required reports or records to the appropriate department.
- Prepares tender orders for school supplies and equipment.
- Authorizes and submits weekly and bi-weekly payrolls.
- Works with the Area office personnel to plan and oversee summer work projects such as D-grants and maintenance projects.
- Liaises with the various community public works departments.

Performs other related duties as may be assigned.

## **CONTACTS**

Area, Division and School personnel  
 Parents/guardians  
 Community resources

## **WORKING CONDITIONS**

General office conditions  
 This is a 12 month per year position

## **PHYSICAL AND VISUAL REQUIREMENTS**

Physically able of performing assigned duties  
 Ability to lift up to 20kg

## **EQUIPMENT USED**

General Office equipment  
 Personal computer and a variety of software packages

**APPROVED**

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date