

# AGUILA ELEMENTARY SCHOOL DISTRICT

JOB TITLE: BUSINESS MANAGER /FACILITES/MAINTENANCE/TRANSPORTATION

<b>Position Type: Exempt</b>	<b>Department: Administrative</b>
<b>Salary Schedule: n/a</b>	<b>Reports to: Superintendent</b>
<b>FTE: 1.0</b>	<b>Location: District Office</b>
<b>Term of Employment: 12 Month Admin</b>	<b>Date: 07/21/2025</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

**POSITION SUMMARY:** This position oversees and implements all aspects of financial, facilities, maintenance, and transportation operations for the district. This is an on-call position for the district and is exempt according to FLSA standards.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **ESSENTIAL FUNCTIONS:**

- Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district;
- Responsible for the budgetary control, financial reporting, bookkeeping and other duties of the school district;
- Develops, establishes, and refines the general program for the departments of maintenance, food services and transportation;
- Assists the school district staff members in understanding regulations, policies and procedures relating to school finance, including the development of financial reports to proper state and federal agencies;
- Arranges for and supervises preparation, publication and distribution of budget as approved by the superintendent and the board;
- Implements within the school district the Uniform System of Financial Records prescribed by the Arizona Auditor General and the State Board of Education, assuring the district is in compliance;
- Prepares monthly reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account;
- Sets up new year procedures, including budget;
- Reconciles cash and expenditures at the end of each month in all funds;
- Assures that the food service department has the staff and funding available to provide quality meals for district students;
- Monitors all cafeteria accounting; prepares and submits federal reimbursement claims, commodity inventory reports and reconciles cafeteria funds and deposits monthly;
- Prepares monthly expense reports and other financial statements for the Administrators, Superintendent and Governing Board;
- Obtains information, data and computer application/reporting forms that are necessary to fulfill the requirements in the development and completion of all federal and state application/reporting forms;
- Assists in the execution of enacted budget, including the recommendation of administrative controls where required;
- Takes the lead in developing improvements in the financial management of the school system, including budget methods, format and presentation;
- Arranges for the internal auditing of school accounts and reconciles all bank accounts maintained by the Board;
- Acts as payroll officer for the district;
- Helps interpret the financial concerns of the school district to the Governing Board and to the community;

# AGUILA ELEMENTARY SCHOOL DISTRICT

## JOB TITLE: BUSINESS MANAGER /FACILITES/MAINTENANCE/TRANSPORTATION

- Monitors all purchase requisitions to determine correctness of information, price extensions, coding information and so on;
- Prepares all bid documents including notice to bidders, specifications and form of proposals;
- Purchases by competitive bidding, by written and verbal quotations, and by negotiation, items of supply and equipment necessary for the operation of the school district;
- Provides necessary research for successful wage and salary administration;
- Reviews and approves for payment bills submitted by building contractors, testing laboratories, consulting engineers and surveying firms through the contract architect;
- Manages the district's insurance programs;
- Receives and maintains insurance policies secured by contractors, and verifies appropriate coverage for public liability, property damage, fire and workman's compensation;
- Coordinates, processes and controls transfers of budgeted funds as recommended by program directors to the superintendent and approved by the Governing Board;
- Communicates with the Department of Education, County School offices, taxpayers and other parties concerned with school district affairs;
- Reviews and approves all expense vouchers and payroll vouchers for payment;
- Reviews and approves injury reports/claims with the State Compensation Fund;
- Accepts from the superintendent such responsibilities as the superintendent chooses to delegate to him, and assumes full responsibility for discharging them;
- Complies with all rules, regulations and policies of the Governing Board.

### POSITION TASKS:

#### ◊General Office Management

Supervise Transportation, Maintenance, Custodial and Cafeteria Staff  
Notary Public for School and Community

#### ◊Budget/Accounting/Payroll

Creating Annual Budget, Budget Revisions, Controlling Budgeted Expenditures.  
Journal Entries/Deposits, Monthly Reconciliation with County, Bank Account Maintenance and Reconciliation.  
Accounts Payable Data Entries, Approve Purchases.  
Payroll Data Entries  
Monthly Data Entries for Cafeteria Reimbursements Claims  
Overseeing of all data entered into the "AZEDS"  
Checking all ADE reports to confirm all data from the school is Being Processed Correctly

#### ◊Fixed Assets-Assets Manager

Maintaining all Capital Assets and Inventory Lists

#### ◊ Grants Management

Online Applications  
Budgeting  
Amendments  
Cash Management/Completion Reports  
All Grant Data Entry and any required Reports

#### ◊Transportation-Transportation Director

Establishing Proper Bus Routes  
Keeping all Drivers Certified and Trained and Assigning Drivers to Routes and Trips  
Keeping Bus Logs and Pre-Trip Logs in Order

# AGUILA ELEMENTARY SCHOOL DISTRICT

## JOB TITLE: BUSINESS MANAGER /FACILITES/MAINTENANCE/TRANSPORTATION

Buses and School Vehicles-Repair and Maintenance

Submit all Transportation Report Data to State

Supervising all Bus Safety Drills

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Ability to work effectively under time constraints;
- Must be detail-oriented and self-motivated;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Must have excellent knowledge of computer software programs (Excel);
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

### **COMMUNICATION SKILLS:**

- Communicates effectively with the superintendent, school Board members, administrators, and other stakeholders;
- Excellent oral and written skills.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AGUILA ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE: BUSINESS MANAGER /FACILITES/MAINTENANCE/TRANSPORTATION**

**EVALUATION:** Annual evaluation by school superintendent in accordance with District Policy.

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by \_\_\_\_\_

Date \_\_\_\_\_