

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

BUSINESS MANAGER

QUALIFICATIONS

- Bachelor's Degree in finance, accounting, business/public administration, or a closely related field.
- Minimum of four (4) years of professional experience in business management, finance, or non-profit.
- Proficient in QuickBooks.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of reconciliation processes, budgeting, and the application of accounting principles.
- Detail oriented and excellent interpersonal skills.
- Experience with client relationship management applications preferred.
- Ability to research information, draw conclusions, and make recommendations for improvement.
- Ability to present ideas clearly both orally and in writing.
- Ability to prioritize and work independently on multiple projects while meeting deadlines consistently.
- Ability to work in a dynamic environment with sensitivity to donor confidentiality and ethical non-profit practices.
- Ability to provide outstanding customer service.
- Ability to build and maintain relationships with diverse stakeholders including staff, donors, community leaders, and the public.
- Demonstrated ability to use Microsoft programs with deep knowledge of excel formulas and tabulation.

SUPERVISION

REPORTS TO Executive Director of the Foundation for Seminole County Public Schools
SUPERVISES Assigned Support Personnel

POSITION GOAL

To manage the financial operations of the Foundation including budget, financial monitoring, analysis and reporting, accounts payable/receivable, purchasing, and financial records retention and retrieval. To serve as the administrator for the Fiscal Agent Partner Program and coordinate the Foundation office administration.

PERFORMANCE RESPONSIBILITIES

1. *Develop, implement, and enforce fiscal control procedures consistent with GAAP, IRS regulations, and non-profit best practices.
2. *Write, update, and implement internal policies and procedures including business procedures, fiscal management, and administration.
3. *Prepare various recurring and custom/special reports, summaries, and tabulations for reporting to the Foundation Board of Directors and staff.
4. *Compile visual reports and graphs of cumulated data and statistics.
5. *Train and supervise Business and Communications Assistant on business officer operations.
6. *Monitor account balances while recognizing, reporting, and resolving potential situations of concern.
7. *Manage contact and transaction information in the donor and financial databases.
8. *Oversee the development of the annual budget with Foundation staff.
9. *Assist with annual audit and serve as primary liaison to auditors.
10. *File 990 and IRS tax-exemption status with Department of Revenue on an annual basis.
11. *Prepare agenda, accompanying materials, and transcribe minutes for Board meetings and Finance Committee meetings.
12. *Maintain business office files and official records.
13. *Issue pledge confirmations and invoices, with calculations in accordance with IRS regulations.
14. *Manage donation receipts process by accurately recording transactions into financial software.
15. *Process accounts payables by accurately reviewing and recording into financial software.
16. *Administer program research, planning and implementation, reporting, and evaluation of Fiscal Agent Partner program.
17. *Serve as staff liaison to Finance Committee and Board of Directors.
18. *Serve as staff liaison for competitive bids and RFP processes.
19. *Review and process purchase requests, office supplies, and program supplies as needed.
20. *Participate and support Foundation activities and events, when assigned by the Executive Director.

BUSINESS MANAGER, Page 2

21. Perform other duties as assigned by the Executive Director of the Foundation for Seminole County Public Schools.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H **\$45,592 - \$77,892**

District Salary Schedule

Months 12

Annual Days 258

Weekly Hours 37.5

Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD

Personnel Category 14

EEO-5 Line 44

Function Vary

Job Code 1476

Survey Code 91010

FLSA

Applicable

Not applicable

Previous Board Approval

BOARD APPROVED

June 1, 2021

October 18, 2016

August 27, 2013

ADA Information Provided by Jean Vansmith
Position Description Prepared by Jean Vansmith