

The chief officer of the business office shall be the School Business Official, who is directly responsible to the Superintendent of Schools. He/She shall consult with key administrators concerning problems falling within the area of school business management, and serve as a resource person to members of the staff and to community groups when so requested by the Superintendent.

In addition, he/she shall plan and direct the business affairs of the school system in compliance with the law, Board of Education policy, district rules and regulations, and the instructions of the Superintendent.

He/She shall have the following major functions:

1. to be responsible for the compilation, preparation, and organization of the proposed annual budget and to assist the Superintendent in appraising its adequacy and reasonableness;
2. to supervise directly the budget, payroll, purchasing, bonding, investing of funds, and other financial operations of the district while maintaining complete accounting records;
3. to oversee directly and personally the preparation, organization, review, appraisal, and certification of the accuracy of monthly and annual financial reports as required by the Superintendent, the Board, State Department of Education, and other government agencies;
4. to oversee the administration of the internal audit and to maintain the records and information necessary for official audits;
5. to oversee directly the operations of the maintenance department, purchasing, cafeteria services, and transportation;
6. to be responsible for the recruitment, selection, placement, training, and supervision of the employees of the Business Office;
7. to oversee directly the maintenance of records for all employees as listed below:
  - a. payroll,
  - b. group health insurance, and
  - c. pension benefits;
8. to oversee the management of insurance programs and to maintain a policy register and a value inventory of school property;
9. to represent the Superintendent as directed in the district's dealing with other school districts, business firms, professional associations, the local community, and government agencies; and
10. to perform such other duties as may be assigned by the Superintendent.

Adoption date: May 27, 1997

Reviewed: August 28, 2017

Revised: October 15, 2019