

Coffeeville School District

Business Manager

Definition

The school business manager will oversee school operating finances. It is the job of the business manager to develop a budget for the school. The school business manager will strive to ensure that existing resources be used efficiently while identifying resources that are needed and prioritizing expenses. Whenever possible, the school business manager will assist the superintendent in searching for ways to reduce operating costs. The school business manager will also be involved with purchasing and ensuring that vendors and others are paid for their services.

Educational Requirement

Bachelor's Degree in Accounting

Required Job Skills

- Analytical thinker
- Math Wiz
- Budgeting Experience
- Effective communication
- Problem-solving
- Strong organizational skills
- Computer savvy
- Ability to prioritize
- Effective planning

Median Salary

\$55,100

Person of Contact

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