

WINONA-MONTGOMERY CONSOLIDATED SCHOOL DISTRICT

Dr. Teresa Jackson, Superintendent



218 Fairground Street
Winona, MS 38967
662.283.3731

www.winonamontgomerycsd.com

VACANCY ANNOUNCEMENT

Posting Date: February 15, 2018

- Position Title:** Business Manager
- Grade Structure:** District-wide
- Term of Employment:** Twelve (12) months
- Qualifications:** School Business Administrator License through the Mississippi Department of Education. Experience in school business management is preferred.
- Licensure Requirements:** According to MDE - Baccalaureate degree from an accredited four-year college or university with a concentration in a business related curriculum (accounting, finance, business, administration, etc.) including a minimum of 15 specified semester hours successfully completed in accounting from the following: Principles of Accounting I & II (6 hours); Intermediate Accounting I & II (6 hours); Advanced Accounting (3 hours); Governmental Accounting (3 hours); Managerial Accounting (3 hours); or Auditing (3 hours).
- Compensation:** Base Salary - \$60,000
- Reports to:** Superintendent
- Application Procedure:** Complete application at www.winonamontgomerycsd.com. Choose DEPARTMENTS> BUSINESS OFFICE > HUMAN RESOURCES > Online Employment Application.
- Application Deadline:** Applications will be accepted until the position is filled.
- Information:** Contact Mrs. Judy Collins at (662) 283-3731.

*The Winona-Montgomery Consolidated School District does not discriminate based on race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits.
The Winona-Montgomery Consolidated School District is an Equal Opportunity Employer.*

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JOB DESCRIPTION

Business Manager

MINIMUM QUALIFICATIONS: School Business Administrator License through the Mississippi Department of Education

REPORTS TO: Superintendent

SUPERVISES: Accounts Payable/Fixed Assets, Payroll Specialist/Human Resources

TERMS OF EMPLOYMENT/SALARY: Twelve (12) months/Base Salary \$60,000

RESPONSIBILITIES:

- Supervises the management of the financial affairs of the schools.
- Evaluates and approves all policies and procedures regarding the business program.
- Assumes responsibility for budget development and long-range financial planning and checks and balances procedures.
- Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
- Supervises all accounting operations to ensure an appropriate checks and balances system.
- Acts as payroll officer for the district.
- Supervises the collection, safekeeping, and distribution of all funds.
- Supervises the district's supporting services, through the directors of federal programs, special education, career and technical center, transportation, purchasing, technology, athletics, and food services.
- Works with Superintendent concerning 16 section land.
- Administers a budget control system for the district.
- Acts as an adviser to the Superintendent on all questions relating to the business and financial affairs of the district
- Assists in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff personnel.
- Arranges for the internal auditing of school accounts.
- Interprets the financial concerns of the district to the community.
- Manages the district's real estate and insurance programs.
- Provides Superintendent with monthly budget summaries.
- Evaluated the entire Business Program annually along with goals and suggestions for the next school year.
- Other requirements: Timeliness, punctuality, professionalism and following Superintendent's direction.

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