

## **Red River Parish School Board**

### **Job Description**

**TITLE:**                   **Manager of Business and Maintenance**

**Qualifications:**       Accounting Degree or Business Degree with background in Accounting  
Accounting experience preferably in governmental accounting or  
willingness to train

**Superordinate:**       **Superintendent**

### **Performance Responsibilities**

1. Prepares the formal budget for submission to and approval of the School Board and SDE. Prepares other necessary financial reports for the LA Department of Education
2. Establishes and maintains accurate accounting, auditing, and reporting policies and regulations of all financial activities in accordance with state laws and regulations.
3. Establishes and maintain efficient procedures for the storage and retrieval of records with appropriate security measures.
4. Establishes and maintain rules and regulations for the lease, rental, or sale of all school board lands.
5. Establishes and maintain procedures for requisitioning, bidding, purchasing, recording, distributing, and maintaining supplies and equipment for the operation of the school system.
6. Interprets the financial concerns of the school system.
7. Reviews staff problems in the area of business operations and services and recommend actions to resolve them.
8. Manages the insurance/risk management programs; review and select insurance programs, determine coverage to be provided; file insurance claims and reports; maintain insurance policies and claims records.
9. Attends board meetings and present reports at appropriate committee meetings.
10. Implements and coordinate state-mandated property control regulations.
11. Satisfies all request of Legislative Auditors' Office, work with CPA's to report all required information, data, and audit trails.
12. Performs any other tasks assigned by the Superintendent.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Terms of Employment:                      12 Months