



# Colfax-Mingo Community Schools

## Job Description



### **Position Title:** School Business Officer

#### **Terms of**

#### **Employment:**

260-day contract. Salary as recommended by the Superintendent within the Board established range of \$73,000 - \$77,000, based on successful experience. Includes Family Health and Dental Insurance as a component of a comprehensive benefits package.

#### **Reports to:**

Superintendent or designee

#### **General**

#### **Duties:**

The board employs the School Business Official to serve the district in all budgeting, accounting, financial management, and reporting matters according to federal and state law, administrative rules, and board policy. Familiarity with Iowa school finance, governmental accounting, and state and federal school reporting is highly desired. She or he will possess the ability to enhance student achievement and will exhibit the highest levels of quality in her or his personal communication and ethical decision-making.

#### **Qualifications:**

- The successful candidate must obtain and maintain an Iowa School Business Official (SBO) authorization through the Iowa Board of Educational Examiners
- Prior SBO experience is preferred, but not required.

#### **Evaluation:**

Job performance will be evaluated by the Superintendent in accordance with provisions of the Board's policy.

#### **Specific Duties:**

- Codes school finance data in accordance with Governmental Generally Accepted Accounting Principles (GAAP) Accounting, the Uniform Financial Accounting Manual, and the current Chart of Accounts
- Implements the certified budget process
- Understands the content and purpose of the Aid and Levy Worksheet
- Adheres to the concept of spending authority
- Provides detailed financial data that is useful to the board and other decision makers
- Delivers a monthly statement of receipts, disbursements, and balances for every fund
- Reconciles bank statements monthly
- Act as payroll officer in accordance with the master contract and law; completing all required reports
- Forecasts a line item budget
- Aligns line item budget with the certified budget
- Maintains an accurate and separate account of each fund
- Files taxes and financial reports in a timely manner
- Understands and implements board policies and procedures



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- Maintains a working knowledge of laws applicable to school districts
- Manages and navigates school accounting software
- Inputs financial data onto word processing, spreadsheet, and other programs as needed
- Uploads financial data through the Iowa Education Portal and other reporting websites
- Remains current with accounting technology
- Maintains confidentiality of restricted information
- Analyzes and troubleshoots problems
- Participates and contributes to a district's vision and goals
- Applies research, knowledge and skills from professional development opportunities to improve practice
- Engages in annual review of district and accounting practices
- Assist Superintendent in preparation of negotiation material
- Works collaboratively to improve professional practice
- Encourages an environment of mutual respect, rapport, and fairness
- Makes deposits and payments as authorized by district policy and federal and state laws
- Adheres to board policies, district procedures, and contractual obligations and ensures district policies are not in conflict with the law
- Demonstrates strong organizational skills
- Keep the superintendent informed of district needs and upcoming situations
- Serves as district liaison for the audit preparation
- Serves as district Board Secretary, if assigned
- Other duties as assigned by the Superintendent

**Date of Revision:** 1/18/2022

*Colfax-Mingo Community School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.*