

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: BUSINESS MANAGER / BOARD SECRETARY
DEPARTMENT: Administration
REPORTS TO: Director
SUPERVISES: Accounting & Administrative Assistant
REVISION DATE: 2/21

REQUIREMENTS: Degree in Business Administration, Finance, or Accounting, and must have or be willing to get Act 34/114/151 Clearances, CPA preferred.

TALENTS: This position requires the employee to possess an internal self-imposed drive, mastery of daily business functions, and an understanding of the ethical way to go about managing business affairs. In addition, the employee must understand financial applications and can play out alternative scenarios for future planning. This employee prefers order and accuracy, builds feelings of mutual support and must be able to oversee the school's business affairs.

Job Statement: To administer and manage the business affairs of Erie County Technical School (ECTS) to ensure the proper accounting and reporting of funds and in the efficiency of operation.

PERFORMANCE RESPONSIBILITIES:

1. Supervise, monitor, and be fully knowledgeable of all school business and financial operations.
2. Execute the ECTS day-to-day financial transactions as authorized.
3. Responsible for financial accounting and reporting of all programs and services authorized by the ECTS Joint Operating Committee (JOC).
4. Responsible for purchasing and inventory control.
5. Prepares draft annual budgets for initial review by Director.
6. Responsible for the completion of all financial reports submitted to school districts, local municipalities, or agencies, to the Commonwealth of Pennsylvania and the Federal government.
7. Responsible for the JOC monthly meeting Business Manager Report, Revenue and Expenditure Reports, Treasurer's Report, and lists of checks, invoices, and payments.
8. Responsible for the deposit of funds, investment of funds, and management of cash flow.
9. Coordinate the effective utilization of business data systems including payroll, financial accounting, and fixed assets.
10. Responsible for updating and monitoring maintenance agreements, licenses, permits, contracted services.
11. Responsible for all matters dealing with property and liability insurance, including valuation appraisals.
12. Responsible for all matters dealing with Pennsylvania State Employees' Retirement System.
13. Responsible for the preparation and processing of all procurement bids, including bid specifications, legal advertisements, and dissemination.
14. Provides accounting analysis of bi-weekly payroll prior to submission and necessary reporting post submission.
15. Responsible for grant writing, provision of assurances, and reporting.
16. Attend all meetings of the ECTS JOC and others as requested by the Director.
17. Perform the duties of Board Secretary as defined by the PA School Code for the ECTS JOC.
18. Receive and initiate correspondence on behalf of the ECTS JOC.
19. Communicate and disseminate ECTS JOC related matters to Committee members.
20. Collect information and prepare the agenda for the ECTS JOC monthly meeting.
21. Record, write, and file accurate minutes of all ECTS JOC meetings.

22. Serve as a financial resource person in contract negotiations, particularly in calculating contract costs and support analysis.
23. Provide for and arrange for the internal auditing of all accounts.
24. Serve as the 504 Compliance Officer.
25. Serve as ECTS Open Records Officer under the PA Right to Know law.
26. Maintain membership in ASBO International, PASBO, and NW PASBO.
27. Co-Represent the ECTS along with the Administrative Services/HR Coordinator on the NORBT Trust.
28. Serve as back up to the Administrative Services/HR Coordinator.
29. Provide service and advice on all fiscal matters.
30. Perform such other duties as assigned by the Director.

TERMS OF EMPLOYMENT: 12 months, 228 on-duty days, Business Manager Compensation Plan

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

Created: 6/98

Revised: 4/2002, 08/2009

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law