

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE JOB DESCRIPTION  
BUSINESS ADMINISTRATOR

ADOPTED: August 18, 2014

REVISED: October 15, 2018

FORMERLY 2700

## 303.4 JOB DESCRIPTION - BUSINESS ADMINISTRATOR

Immediate Supervisor: Superintendent  
Communicates with: School Board Secretary

### Duties- Revenue Accounts (Receivables)

1. Code to proper accounts all money received electronically.
2. Transfer money into savings account or invest money whenever possible.
3. Prepare statement of revenue accounts (current period, year to date, budget amounts and remaining amounts) for Board of School Directors and Superintendent each month.
4. Pre-auditing of all school accounting records. Assist local and state auditors when making school audit.

### Duties- Accounts Payable (Bills)

1. Prepare Transportation monthly billing.
2. Prepare statement of expenditures (current period, year to date, budget amounts and remaining amounts) for Board of School Directors and Superintendent each month.

### Duties- Balance Monthly Bank Statements.

1. Balance general fund account, money market account, athletic account, savings account, investment accounts, capital reserve accounts and tax collector's deposit account.

### Duties- Dissemination of Board Material

1. Statement of revenue and expenditures for previous month (prepared by Business Administrator)
2. Copy of all income received during the month (done by Treasurer)
3. Budgetary transfers for Board approval. (done by Business Administrator)

### Duties- Bids for Building Projects

1. Prepare, advertise, collect and otherwise manage bids related to building and grounds projects, renovations and or new construction. Work closely with engineers, contractors and maintenance staff before during and after projects.

2. Following Board opening of Bids, notify appropriate bidders and district personnel of Board decisions.

Duties- Work Place Safety

1. Submit all workplace safety issues to the Department of Labor and Industry.

Duties- Form Preparation

1. Rental Reimbursement forms.
2. Athletic Expenditure Report.
3. Etran Report.
4. School Health Report.
5. School Based Access Program Reports.
6. Financial Statement each year.
7. Tuition Calculation each year.
8. Public Utility Reality Tax report.
9. Indirect Cost Rate Application.
10. School Insurance Programs and Policies.
11. Other forms as Superintendent instructs.

Duties-Health Insurance

1. Meet with new employees to explain Health coverage and Benefits package.
2. Maintain COBRA notices and Payments with Reschini Agency.
3. Enroll new employees, make changes and terminate employees on Delta Dental program, Retirement program, etc.
4. Trouble shoot all health insurance issues for all covered employees and retirees.

Duties- Other

1. Assist superintendent in preparing annual budget each year.
2. Attend workshops pertaining to Business Manager's duties and function.
3. Office Management.
4. Help with general office duties if time permits.
5. Consult with administration and other personnel on ways to improve procedures of Business Administrator.
6. Responsibility of payroll.
7. Oversee all functions of the business office.

Reviewed 2/12/01, 11/21/05