

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Business Manager / Board Treasurer  
(Bonded Position – Confidential Employee)

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**EXEMPT:** Yes  
**SALARY LEVEL:** Per Classified Policy – Classified Administration  
**LOCATION:** Plymouth Schools Administration Office  
**REPORTS TO:** Superintendent of Schools  
**LENGTH OF WORK:** 12 months/year

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Serve as Financial Secretary and Corporation Treasurer (bonded for receiving funds regarding Central extra-curricular accounts and corporation budget accounts.)
2. Invest funds according to statutes and what is in the best interest of the School Corporation
3. Manage all receipts and expenditures as prescribed by law and Indiana State Board of Accounts
4. Become acquainted with computer enhancements and implement them in accounting system. Work with technology coordinator to develop specifications for computer hardware and software
5. File all financial reports in a timely and efficient manner
6. Assist Superintendent in preparing the annual corporation budget. Assist Superintendent in teacher negotiations and classified salary schedules
7. Provide fiscal reports to the Board and Superintendent as requested
8. Research financial data as requested by Superintendent
9. Serve as representative to the Corporation Insurance Committee
10. Maintain financial files on building programs
11. Make deposits on a daily basis and reconcile bank statement for each month
12. Interview and test new central office employees and help with selection of new secretaries in other buildings. Periodically meet with all corporation secretarial staff to keep them updated on financial matters. Visit school secretaries occasionally to answer questions.
13. Meet with all new employees regarding their benefits
14. Process school billings
15. Back-up computer system on a daily basis when payroll secretary is absent
16. Maintain a current calendar of report and office procedure deadlines
17. Maintain a positive relationship with other staff, parents, and students

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Business College Training in Accounting; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid State driver's license – operator's permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees or parents.

**MATHEMATICAL SKILL:**

Accounting background with ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., copier, calculator, postage meter, laminator, binding machine, check folder, and other equipment as made available by the school corporation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pound. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The working environment is mainly indoors other than routine errands.

**TERMS OF EMPLOYMENT:**

Twelve months per year. Salary and benefits per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

*Revised 1/6/06*