

# Hunters Point Boarding School, Inc.



## Position Description SY 2024-2025

**POSITION TITLE:** Business Manager

**CONTRACT TERM:** 12-month

**SUPERVISOR:** Principal

**CLASSIFICATION:** Exempt

**SALARY:** Administrative

**DATE APPROVED:** 2/14/2024

### PRIMARY RESPONSIBILITY:

The responsibilities of managing the efficient operation of school business and accounting functions are numerous. Some of the essential tasks include establishing and maintaining the integrity of internal controls, ensuring the proper processing of payroll, receipt, and accounting of school revenues, monitoring budgets and expenditures, maintaining financial files and records, processing requisitions, purchase orders, accounts receivable and accounts payable, reconciling monthly revenue account receipts, and annual reports, timely preparation and filing of all reports by grantors, and the federal and state government; and preparation for annual fiscal audits.

### QUALIFICATIONS:

1. Bachelor's degree in accounting or business administration or an associate degree in business administration or related field with 5 or more years relevant work experience is required.
2. Master's degree in accounting or business administration preferred.
3. Two (2) or more years' professional experience as Business Manager or related profession is required with a bachelor's degree.
4. Must be computer literate in the use of a variety of software.
5. Must have prior experience working with accounting software with experience with MIP preferred.
6. Must be familiar with cash management, regulations, audits, budgets, accounting, and finance.
7. Have or be able to obtain First Aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
8. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
9. Ability to communicate in Navajo is recommended.
10. Meet the minimum physical requirements to be able to stand, walk extended periods and to be able to lift 20 lbs.
11. Possess a valid Driver's license with insurable driving record.

### RESPONSIBILITIES AND DUTIES:

1. Responsible for school business and financial management planning, accounting, and reporting for the school.
2. Ensure all accounting data, provides a true and accurate analysis of all revenues and expenditures in compliance with all federal and state guidelines.
3. Responsible for procuring and completing the annual audit.

4. Develop annual budgets for the various departments and ensure that expenses are kept within budget.
5. Ensure all expenses are allowable per funding guidelines.
6. Conduct monthly reconciliations for the school and make necessary adjustments with approval from the Principal.
7. Develop and implement a cash handling policy.
8. Ensure that the proper procurement procedures are used for every expenditure and/or procurement.
9. Provide a financial report monthly to the Principal in time for dissemination for regular School Board meetings.
10. Monitor monthly travel expenditures and comply with travel and GSA policies.
11. Ensure internal controls are established and followed.
12. Ensure internal financial and accounting procedures are followed and processed correctly.
13. Ensure accounts receivable and payable documents are processed and conform to internal and regulatory procedures.
14. Maintain and update inventory or fixed assets on an annual basis.
15. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
16. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
17. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments and policy modifications.
18. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
19. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
20. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
21. Be knowledgeable and participate in guidelines stated in the Continuity of Operations Plan (COOP) as necessary.
22. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
23. Perform additional duties as assigned.

**PERSONNEL EVALUATION:**

The Performance of this position will be evaluated according to the guidelines outlined in the HPBSI Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

**ACKNOWLEDGEMENT**

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

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EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE