

SERIES 200 - ADMINISTRATION

Administrative Team - 230

Job Description of the School District Business Agent (237.1)

Basic Responsibilities: The School District Business Agent has six basic responsibilities. They are: Budget Development, Accounting, Payroll, Purchasing and Receiving, District Insurance, Other Responsibilities.

Reports To: Superintendent of Schools

SPECIFIC RESPONSIBILITIES

Budget Development

- 1) Shall assist the Superintendent of Schools in the development of the annual school district budget. Shall produce a budget document of expenditures and receipts in accordance with accounting procedures on the Skyward School Financial Software.
- 2) Shall assist the Superintendent in the gathering of information and at times, presentation of the projected budget to the Board of Education and to electors at the annual budget hearing and annual meeting.
- 3) Shall prepare annual levy certificates and mail them to proper municipalities in a timely manner.
- 4) Shall process budget revisions throughout the fiscal year.
- 5) Shall work with the Superintendent and Director of Special Education on the development and monitoring of the IDEA flow through budget.
- 6) Shall work with the Superintendent and Elementary Principal on the development and monitoring of a Title budgets
- 7) Shall work with the Superintendent on the monitoring of all other grants.

Accounting

- 1) Account for all income and expenditures in accordance with the Skyward School Financial Software.
- 2) Supervise the collection and deposit of monies collected by district personnel.

- 3) Supervise the accounting of the school's activity fund.
- 4) Supervise the use of the District's Purchasing Cards which includes:
 - Checking out the Purchasing Cards to school district personnel.
 - Accounting for all uses of the Purchasing Cards.
 - Paying the balance of the Purchasing Cards.
 - Balancing all statements.
- 5) Shall account for a school district receipts from the use of credit cards through Rev Trak.
- 6) Shall account for all school district receipts when the School District utilizes a collection agency.
- 7) Shall prepare monthly reports for the Superintendent and the Board of Education. These reports are: check summaries for voucher approval by the Board of Education, detailed history of cash receipts, master revenue and expense reports, cash flow report.
- 8) Shall prepare and file claims for grant revenues.
- 9) Understand and utilize WISEgrants as required by the Wisconsin Department of Public Instruction (DPI) to make federal grant claims from grants administered by the DPI.
- 10) Shall supervise the investment of school district funds.
- 11) Make sure sufficient funds are available to cover school district disbursements.
- 12) Shall work with the Superintendent and local banking institutions in times when short term borrowing is needed.
- 13) Shall prepare for, and assist the school district auditors in the annual audit of school district's financial activity.
- 14) Shall work with other districts when the school district is the fiscal agent for 66.30 and other shared agreements.

Payroll

- 1) Shall prepare payroll for all district employees which includes entry of employee direct deposit information.
- 2) Enter and report all Affordable Care Act (ACA) hours.

- 3) Enter appropriate codes for all portions of payroll.
- 4) Shall account for and prepare payments for the district's share of employee benefit costs. (Includes social security, Wisconsin Retirement System, and health insurance costs).
- 5) Shall make appropriate withholdings from employees for employee share of benefit costs, tax sheltered annuities, and state and federal taxes and pay such withheld amounts to the appropriate payee.
- 6) Shall complete and file all payroll related reports.
- 7) Shall annually run all W-2, 1095 and 1099 forms and distribute them to the employees and state and federal governments in a timely fashion.
- 8) Assist employees by answering practical payroll and benefit questions.
- 9) Enroll and terminate employee benefits.
- 10) Work with the Superintendent in following and Fair Labor Standard Act salary and wage regulations and/or requirements.

Purchasing and Receiving

- 1) Shall work with the Superintendent in establishing procedures for the purchase of all materials and services for the school district.
- 2) Shall work with the Superintendent in establishing procedures for competitive pricing or bidding for materials or services needed by the district.
- 3) Account for all purchases in the appropriate budget account.
- 4) Verify reception/return of items purchased by the district and prepare check vouchers for the payment of the vendors.
- 5) Shall work with the Superintendent to establish procedures in the receipt of all items purchased by the school district in such a manner as to assure all materials are received and distributed to the appropriate school classroom or office.
- 6) Maintain an inventory of all fixed assets owned by the school district.

District Insurance

- 1) Along with the Superintendent, serve as the district's liaison person with agents and companies providing district insurance coverages, including liability, workers compensation, automobile, crime, property, unemployment compensation, student insurance and employee health, long-term disability, and life benefit packages.
- 2) Shall cooperate with insurance agents and adjusters on processing claims and collecting insurance settlements.

Other Responsibilities

- 1) Shall prepare and submit to the Department of Public Instruction various reports including the annual budget report and the special education report.
- 2) Shall work with the Superintendent to prepare informational packets for the Board of Education Meetings.
- 3) Will attend School Board meetings in the absence of the Superintendent to inform the Board of Education on monthly financials.
- 4) Shall perform all other reasonable tasks as directed by the Superintendent.
- 5) Annually inform retirees receiving post-employment benefits through the school district of the school district health insurance costs and the retiree contribution amount.
- 6) Along with the Superintendent, make timely submissions to the Electronic Municipal Market Access (EMMA).
- 7) Stay informed, learn and then execute new state or federal accounting requirements that affect the Norwalk-Ontario-Wilton School District.

EVALUATION OF THE BOOKKEEPER/ADMINISTRATIVE ASSISTANT

The evaluation of the School District Business Agent will be done annually, prior to May 15, by the Superintendent. The person employed in the position will be evaluated on the duties outlined in this policy, and general employability skills that consist of attendance, attitude, the ability to work with others, and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Superintendent may write a narrative, or use a rank-order scale to evaluate how the employee is performing each task listed. If a rank-order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

The School District Business Agent will be given an opportunity on the evaluation to write responses to any comments made by the Superintendent. The School District Business Agent or Superintendent may also call for a face-to-face meeting over the evaluation. The employee must include written comments, and return a signed evaluation to the Superintendent within five business days after receiving the evaluation.

Adopted: 9/12/05

Revised: 4/11/2016