

Streator Elementary School District #44
Job Description

District Business Manager

FLSA Status: Non-Exempt
Reports to: Superintendent

Effective: 04.15.2025
Approved: KV

Position Objective

The District Business Manager oversees all financial services of the District by maintaining accurate financial accounting and reporting systems and attends all Board meetings.

Essential Functions:

- Board Recording Secretary
- Oversees financial team and assists with grants/investments
- Maintains accounts receivable
- Performs payroll operations
- Makes bank deposits and manages all district bank accounts
- Operates computer using in-depth knowledge of the financial program
- Provides computerized financial reports
- Serves as District contact person for financial functions of the Skyward Financial System
- Administers retirement plans for TRS and IMRF
- Processes W-2's and 1095's
- Daily banking delivery
- Performs journal entries as needed
- Administers district health insurance and dental insurance plan
- Completes Annual Reports including but not limited to TRS, Salary and Benefit Report
- Trains Accounts Payable Staff to be able to run payroll in case of an absence
- Provide support for the Superintendent/other Administrative Staff as needed
- Prepare for and assist with annual audit
- Coordinate yearly salary and wage placement/earnings
- Manage district credit card
- Complete payroll withholdings, yearly financial statements, records and all tax filings
- Complete unemployment claims and work with IDES regarding unemployment
- Administers Section 125 plan with AFLAC
- Prepares board packet using Boardbook
- Prepare board meeting minutes, meeting flows and closed session folders
- Coordinate, organize and maintain Board of Education records/documents
- Make reservations for Board of Education Conference
- Attend Regular and Special Board of Education meetings

Additional Functions:

- Serve as back-up for accounts payable
- Provide backup support on other District Office systems
- Other duties as assigned

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Education as appropriate.

Qualifications:

- Associate's Degree or higher preferred
- Background in accounts payable preferred

Competencies:

- Proficient in typing, filing, copying and other clerical functions
- Proficient in standard office software applications
- Excellent interpersonal communication skills. Able to communicate effectively with staff at all levels, board members, and the general public
- Adaptable to different work scenarios and schedules. Able to prioritize efforts in order to achieve a student-focused solution
- Excellent organization skills
- Ability to read, write and speak the English language

Working conditions

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity
- Environmental Conditions: The work is performed primarily indoors; however, outside work is required on occasion. Travel between buildings may be a requirement

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