

## Rolling Hills Board Clerk/Business Manager Job Description

The Clerk of the Board/Business Manager will coordinate all board administrative functions and records, payroll and accounts payable. In their capacity as Business Manager, they will work under the administrator and assist in overseeing school finances including timecards, resource allocation, budget oversight, fiscal reporting and strategic planning. The Clerk/Business Manager will report directly to the Administrator but will be expected to interface and work closely with the Finance Committee. To ensure the successful operation of the school, it is assumed that the Clerk/Business Manager is able to adequately complete his or her own job responsibilities and work closely with the Board, the Administrator and the Finance Committee to fulfill his or her duties.

### **BOARD WORK:**

- Serve as a non-voting, ex-officio member of the Board.
- Attend all workshops, board meetings, hearings, etc. with the board and compose a full and accurate account of all actions taken.
- Act as records custodian and respond to all public records requests, seeking legal counsel, through the School Administrator when needed.
- Maintain adequate records for the Charter School, including a system of financial accounts, business and property records, personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board of Trustees.
- Index all public records as a historical account for public inspection including, but not limited to:
  - meeting minutes,
  - meeting packet materials,
  - board resolutions,
  - official bond communication,
  - copies of all securities documents and title papers,
  - prior year approved budgets,
  - copies of all contracts entered into by the organization, and
  - any other appropriate material as directed by the Board or School Administrator
- Post all board meetings in accordance with Idaho Code.
- Ensures that meeting agendas and materials are posted on the website NO later than 24 hours prior to the meeting.
- Ensures that meeting agendas and materials are to all members of the board NO later than 48 hours prior to the meeting.
- Ensure that all board members are equipped with all essential materials when they join the board: charter, bylaws, past meeting min (1 yr back), directory, all resolutions passed by the board to date, charter school legislation and State Board approved rules, etc.
- Maintain and update the corporate notebook, board manual, board rosters, and record of board terms.
- Coordinate scheduling of regular and special meetings through Chairman to other members and work to notify board members of all meetings.
- Be responsible for any legal advertisement required of the Board.
- Maintain familiarity with any statute or rules related to advertisement of such materials and with meeting laws in general.
- Administer oaths of office to board members and take an oath of office
- Schedule and coordinate meeting space, equipment, materials, or other items deemed necessary to the meeting.

- Work with the chairman and legal counsel to compose resolutions, misc. contracts, legal notices, etc., in addition to the minutes, assuming responsibility for content and format.
- Prepare contracts and employment letters for all staff. Track experience and education of all certificated staff.
- Maintain confidentiality of matters discussed in Executive Session.
- Perform other related work as required by the Board of Trustees.

## **PAYROLL**

- Keep all employee payroll files accurate and up to date.
- Responsible for getting pay checks to employees by the 25<sup>th</sup> of the month.
- Responsible for all payroll reports (Quarterly, W-2's, 1099's, PERSI, Payroll Taxes etc.) and timely submission of payroll taxes.
- Annual update of employees on payroll system and record sick leave accrual.
- Complete W2/4 status change forms for all employees.
- Maintain payroll reports for audit

## **ACCOUNTS PAYABLE**

- Responsible for deposits and keeping accurate monthly bank reconciliations.
- Make sure that all budget accounts are in line with State requirements.
- Segregation of duties procedures.
- Sales tax reporting. Coordinate with PFA for their portion of sales tax.
- Handle accounts payable in a responsible and timely manner;
- Write checks and pay bills as requested / needed
- Keep proper documentation for bills that are paid.
- Keep up to date and accurate vendor files

## **BUSINESS MANAGER**

- Track day to day finances ensuring adherence to approved budget.
- Work closely with Administrator to monitor expenses of ongoing projects and grant expenditures.
- Manage employee timecards ensuring adherence to staffing projections/budget.
- Assess staff resource allocation and assist Administrator in ensuring highest priority needs are met.
- Continue to look for and/or recommend ways to become more efficient and save the school money.
- Interface with Finance Committee:
  - Keep committee apprised of unforeseen expenditures or budget overages.
  - Work together to study feasibility of programs or requested resources.
  - Work together to evaluate school's service contracts.

## **STATE REPORTS**

- Responsible in conjunction with the Administrator in preparing the budget and submission of the budget reports to DOE.
- Annual Report and audit submitted to the Dept. of Ed.
- Annual Financial Status Report published in newspaper.
- Submit Grant Reimbursement Requests (monthly and/or quarterly)
- Prepare IDEA Part B application.
- Prepare Building Maintenance Report.

## **OTHER REPORTING**

- Monthly financial updates to Charter Commission (as required).
- Attend Charter Commission meetings (as required).
- Annual update to Charter Commission.
- Quarterly Updates to US Bank.
- Quarterly Updates to Founding Family loans.
- Donation receipts.
- CCR annual update – DUNS number.
- Idaho Annual Report Form
- Monthly financial information posted to website, starting December 2011.

## **AUDIT**

- Assist during programmatic audit as needed.
- Responsible for preparing records needed for annual audit and making audit adjustments prior to audit.

## **LOTTERY**

- Assist with the School Lottery as needed.