

# **LAKE GEORGE CHARTER SCHOOL**

## **BUSINESS MANAGER**

### **Job Description**

1. Maintain accurate books, files, and records of all financial transactions in the school.
2. Assist in the lunchroom while breakfast and lunch are being served.
3. Do accurate paperwork for Free and Reduced Lunch Program and keep Fairplay advised of all changes to that program as they occur.
4. Answer telephones if office staff unavailable.
5. Prepare all deposits and take them to the bank.
6. Transfer funds as deemed necessary to do payroll or pay bills.
7. Make sure that all purchases include a purchase order with a number that has been assigned to them.
8. Pay all bills in a timely manner.
9. Keep abreast of changes in the insurance program and shop for different programs when necessary. The same would apply to other employee benefits such as: PERA, Medicare, Worker's Comp., and Unemployment.
10. Collect all e-mails for the school and distribute accordingly.
11. Assist Administrator in the preparation of the next year budget. Make corrections and adjustments as needed.
12. Upgrade financial program on a regular basis.
13. Generate quarterly Federal and State reports.
14. Maintain files as additional backup on all accounts payable.
15. Seek out places for bids when necessary.
16. Communicate necessary financial information with the Charter Board and with Park County School Dist. Re-2. (These items may not be the same.)
17. Other duties as assigned by the Administrator.