

# BADGER INDEPENDENT SCHOOL DISTRICT NO. 676

P.O. Box 68

110 Carpenter Avenue East

Badger, Minnesota 56714-0068

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Webpage: [www.badger.k12.mn.us](http://www.badger.k12.mn.us)

## School Business Manager - Accountant

Responsible for the financial activities and general fiscal operations of the school district:

Oversee budgeting, purchasing, accounting (i.e., payables, receivables, general ledger accounts, journal entries, reconcile statements), employee payroll and benefits, planning with administrators and department heads promoting good stewardship of resources related to efficient operations as well as providing fiscal tracking and analytic reports on a routine basis at public Board of Education meetings and for each annual independent audit.

Preferred, but not required: Working knowledge of the Uniform Financial Accounting and Reporting Standards (UFARS) used in Minnesota public schools as well as understanding state and federal statutes applicable employee labor contracts or the willingness to learn on-the-job with mentoring guidance from professional networking opportunities offered through Minnesota Association of School Business Officials (MASBO), Region 1 (Moorhead), Northwest Service Cooperative (Thief River Falls) and Minnesota Department of Education (MDE).

This a salaried full-time 40 hours per week, twelve-month position

Days of Service: Mondays through Fridays, 8 hours per day and/or 40 hours per week  
(duty hours to be determined)

Salary & Benefits: Compensation dependent upon qualifications, job-related experience and Badger employee labor relation agreement language. This position is eligible for Minnesota Public Employee Retirement Association (PERA) public pension fund.

Qualifications: Experience: Proficient computer skills related to accounting spreadsheets and database management;  
Proficient in accounting, payroll, bookkeeping;  
Excellent organizational skills and interpersonal skills;  
Effectively work with individuals in a variety of settings;  
Preparation for annual external independent audit;  
Demonstrated observance of confidentiality; and  
Prefer school business office experience with knowledge of MN school finance.

Education: College/university degree in accounting or finance-related field of study preferred; otherwise, certifications/credentials related to accounting, payroll, bookkeeping.

For your convenience, there are three ways interested candidates may apply:

1. Interested candidates should access, print, and complete an application that can be found at our website: [www.badger.k12.mn.us](http://www.badger.k12.mn.us)  
>click on "About Us"  
>click on "Employment Opportunities"  
>click on "Badger School Non-certified Application"
2. Interested candidates may also stop in-person at the school office to pick up an application to be completed at:  
Badger Community School  
110 Carpenter Avenue East  
Badger, MN 56714
3. Otherwise, interested candidates may send a letter of interest, résumé, copy of credentials, certifications or college/university transcripts, and contact information for three references or three letters of support emailed to [kricke@badger.k12.mn.us](mailto:kricke@badger.k12.mn.us) or sent by postal mail to:  
Badger Community School  
P.O. Box 68  
Badger, MN 56714

Please contact Superintendent Kevin Ricke if additional information is necessary

Application Closing Date: **Open until filled**; prompt application encouraged

Qualified candidates will be contacted by telephone for an interview

Date of Availability: As soon as possible contingent upon completed background check and Board of Education employment approval

## Business Manager Job Description

Badger ISD #676

Prepared 10/26/2020

Provide accurate information for School Board, Administration, Staff, Students and the public by:

### Payroll/Human Resources:

1. Twice a month calculate and input information for payroll.
2. Monitor payroll to comply with negotiated contracts.
3. Assist Superintendent with negotiation preparation and revise and create the final agreement between the Badger School District and Badger Education Association. Revise and create the Non-Certified Staff Agreement. (two-year cycle; therefore, every other year)
4. Make necessary payroll withholding and liability payments including TRA, PERA, EBC (403b), and monitor all employee retirement accounts for accuracy. Work with TRA and PERA to ensure accuracy of all employee reporting.
5. Monitor payroll to comply will all employment laws regarding information needed for hiring, and end of employment.
6. Record and monitor all leave including, but not limited to: sick, vacation, PTO, jury duty, association leave, professional leave, LWOP, workshops, in-services, and others as incurred.
7. Coordinator for Employee Group Health Insurance Plan. This includes yearly enrollment and new hires throughout the year and payroll deductions.
8. Staff Data Reporting.
9. Public Employee Retirement Reporting as requested.
10. Teachers Retirement Reporting as requested.
11. Complete and transfer STAR reporting to the State of MN twice per year.
12. Complete and ensure accurate OSHA reporting.
13. Complete and ensure accurate workman comp claims. Work with employee and workman comp insurance agent on claims.
14. Pay Equity Reports (currently every 3 years).
15. Affordable Care Act (ACA) hour tracking, calculating and reporting
16. W2 and 1095 preparation and submission
17. Ensure the district is in compliance with Minnesota Department of Labor Wage Theft Law requirements and wage statement are provided to employees on an annual basis.
18. Aflac enrollments and payroll deductions
19. CRDC Reporting (every other year)
20. Complete the following on a Quarterly basis: 941 Federal Tax Return, Minnesota Withholding Tax Return, North Dakota Withholding Tax Return, and Minnesota Unemployment Wage Detail Report
21. Complete the following on an Annual basis: North Dakota Wage and Tax Statement Form 307

### Finance:

1. Apply all state mandated UFARS accounting system principles.
2. Use 17 digit account code system with proficiency.
3. Monitor all school district funds separately to maintain their individual integrity.
4. Monitor purchase orders.
5. Prepare documents for bidding procedures.
6. Monitor expenditures and report cash and investment status monthly to the School Board.
7. Prepare annual revenue and expenditure budget and present to the School Board. Revise annual budget and present to School Board as needed throughout the fiscal year.
8. Requires knowledge of Levy Limitation and Certification process.
9. Prepare invoices for payment, input into Region 1, and take to the School Board for review and approval.
10. Make deposits, reconcile, and report on all accounts within the General Fund, Food Service Fund, Community Education Fund, Debt Service Fund, Student Activity account, and Petty Cash account.
11. Reconcile Bank Statements on all accounts named in item 10.
12. Monitor investments and cash status. Transfer funds as needed to obtain the maximum interest revenue.
13. Prepare financial information for negotiations, truth in taxation hearings, and referendums.
14. Attend regular Board Meetings, take and prepare minutes.
15. Track Joint Sports Coop Expenditures and summarize and bill accordingly.
16. Work with Superintendent to develop a Health and Safety Expenditure plan to keep in compliance with necessary structural and procedure methods mandated by law.

17. Secondary Vocational and Carl Perkins reporting.
18. Calculate and submit Career and Tech Budget and final expenditures into SERVS.
19. Special Education Tracking for purchases, employee PARS reports, and Time and Effort. Reporting and Special Education audits as required by the State of MN.
20. Complete financial tracking and reporting for all grants. Report to the Superintendent as requested.
21. Monitor all transportation mileage and financial information, and report to the State of MN annually.
22. Record and keep a Fixed Asset Ledger to record all equipment and building purchases.
23. Annually ensure account of all school inventory and asset list.
24. Compile all requested worksheets for school financial audit and work directly with school auditors to complete all audit requirements.
25. File all necessary MDE reports as required and requested.
26. Annual Transportation Report
27. Ensure compliance with all GASB requirements as notified by the State of MN.
28. Prepare and maintain all special education tuition billing records.
29. Update and maintain dollars administered through the SERVS Financial system.
30. Maintain all Title I, II, III and IV dollars.

Miscellaneous:

1. Compile information on all contracts entered into by the school district.
2. Answer phones, take messages, transfer phone calls.
3. Greet visitors and parents.
4. Help students
5. Give medical assistance to students if needed
6. Receipt money in all school accounts
7. Verify and balance monthly lunch numbers reported to the State of MN.
8. Maintain bank deposits weekly.
9. Perform other duties as deemed necessary.
10. Track all transportation training paperwork and white card status to ensure the school district is in compliance with the State Patrol and complete drivers license checks on an annual basis.
11. Provide receptionist/secretary duties as the front desk and handle any phone calls/school bus transportation related communication from  
**7:00am to 7:45am and 10:55am to 11:45am (subject to change)**
12. Has access to and able to operate BoardBook by creating, editing, exporting, and importing any information.
13. Submit all applications for ARP, GEERS, CARES, CRF, and ESSER (I, II, III) through SERVS. This also include tracking and finalizing all expenses and submitting and editing budgets for each Grant opportunity.

Perform any other related duties as assigned or apparent.

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Reports to: Superintendent and Board of Education

Acronym Abbreviations:

ACA	Affordable Care Act
ARP	American Rescue Plan Act
CARES	Coronavirus Aid, Relief, and Economic Security Act
CRF	Coronavirus Relief Fund
CRDC	Civil Rights Data Collection
ESSER	Elementary and Secondary School Emergency Relief
EBC	Employee Benefit Consultant
GEER	Governor's Emergency Education Relief
LWOP	Leave without Pay
MDE	Minnesota Department of Education
OSHA	Occupational Safety and Health Administration
PTO	Paid Time Off
PARS	Personnel Activity Reporting System
PERA	Public Employee Retirement Association and/or Public Employee Retirement Account
SERVS	State Educational Record View and Submission
STAR	Staff Automated Reporting
TRA	Teacher Retirement Association and/or Teacher Retirement Account
UFARS	Uniform Financial Accounting and Reporting Standards