

BUSINESS MANAGER DUTIES

The business manager of the school district shall perform any duties previously performed by the treasurer and shall have duties as assigned by the board. Among these duties are to:

1. Produce at any meeting of the board or of any committee appointed to examine his/her accounts, whenever ordered to do so by the board, all of the books and papers pertaining to his/her office.
2. Pay out district monies under his/her control in accordance with the provisions of section 15-29-13 of the North Dakota Century Code.
3. Attend meetings of the board and perform all duties required of him/her under Title 57 Taxation and Title 21 Government Finance.
4. Secure data to properly prepare and compute all payrolls.
5. Verify all amounts before and after checks are processed.
6. Meet all payroll deadlines.
7. Prepare all quarterly and annual tax reports and disbursements such as Social Security, Federal Withholding, State Tax, Retirement Fund, and W-2 forms as per federal and state laws.
8. Prepare all monthly payments in regards to payroll deductions such as health insurance, annuities, and garnishments against wages.
9. Have knowledge of all pay and employee policies for both certified and classified staff, and be able to explain and interpret these policies and fringe benefits when requested by any employee.
10. Prepare and maintain all necessary earnings records, deduction records, and similar personnel payment records.
11. Maintain a record of all employee absences.
12. Maintain confidentiality of information pertaining to payroll and employee files.
13. Set up and control an encumbrance accounting system.
14. Assist in depositing of district funds and maintain all revenue and expenditure ledgers.
15. Assist in investments.
16. Reconcile bank statements monthly.
17. Prepare monthly reports for distribution to the school board.
18. Furnish any other information as might be requested by the superintendent.
19. Report to the superintendent and the board on the accounting affairs of the district and recommend changes and improvements as needed.
20. Collect NSF checks.
21. Cooperate with the auditors and provide information to them as requested.
22. Recommend the purchase of necessary office supplies and oversee the maintenance of the office equipment.
23. Assist in general office duties such as greeting the public, answering phones, and helping staff and students.
24. Perform other duties as required by the superintendent

End of Montpelier School PolicyAmended: 9/11/2019