

## **JOB POSTING: Business Manager- 1 full-time position**

**CEDAR HILLS ELEMENTARY SCHOOL, home of the Mighty Mustangs, is seeking one Business Manager position to become a part of the Hackberry team for the 2025/26 school year. Responsibilities for this position are as follows.**

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### **Job Description:**

Maintains the integrity of all reporting to Arizona Department of Education (ADE) along with all records. Creates budget reports, financial reports (USFR), and grants. Processes payroll, accounts payables/receivables and maintains employee personnel files/certification records.

### **Qualifications:**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Candidate must have strong communication, computer and interpersonal skills. Have the ability to learn and utilize new software programs as systems are upgraded. Ability to transcribe Board meeting notes and maintain all legally required posted items including minutes, agendas and special events notices. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **Education and/or Experience:**

High school diploma or equivalent plus two years budget, finance or related experience and/or training; or equivalent combination of education and experience. Must also hold a valid fingerprint clearance card or be able to obtain a valid fingerprint clearance card in the State of Arizona.

### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine and complex reports and correspondence. Ability to speak and create a positive image with community members.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use common sense in problem solving and to carry out instructions furnished in written form, oral, diagram, or schedule form.

### **Essential Duties and Responsibilities:**

Essential Functions as defined under Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all duties and responsibilities performed by the incumbents of this class.

1. Prepare Annual District Budget/USFR and Annual Financial Report (AFR). Provide the Administrator/ Governing Board with financial information needed to make decisions for the proposed district budget. Prepare proposed/adopted budget and submit for publishing to the County Superintendent's Office per Uniform System of Financial Records (USFR) requirements; submit affidavit to (ADE). Provide electronic copies of all documentation for posting to the state and legally required postings on the district website. Prepare the USFR for district expenditures/revenues; should be published and submitted to ADE.
2. Grants. Responsible for district compliance and submission of all eligible grants to include budget and completion reporting to ADE.
3. Special Education. Census reporting to ADE in December/February.
4. Payroll. Run payroll on a bi-weekly basis, utilizing the USFR requirements, reporting data to the County Supervisor's Office. File and submit quarterly payroll returns and biweekly retirement submissions.
5. Human Resources. Prepare and maintain employee contracts for Board approval. Provide new employee packets to include all necessary documents for hiring. Maintain personnel files with all required documentation. Fingerprinting and recording of cards.
6. Health Insurance. Maintenance of current employee/dependent census for insurance carrier in accordance with federal and state law.
7. Procurement. Receives requests for supplies, materials equipment, etc. Checks current inventories, procures accordingly. Budget is checked for availability of funds, prepares order for Administrator's approval. Prepare vouchers for processing, Administrator signature, County and Governing Board approvals.
8. Reconciliations. Inventory should be reconciled at the end of the year and a completed Capital Assets form per USFR.
9. Remodel/Construction. Consults with Administrator as to financial and time requirements for proposed projects. May work with the Planning/Zoning, Health Department, Fire Marshal, contractors and vendors as directed by the Administrator. Responsible for following proper bidding procedures. Coordinates projects, taking into consideration the students' schedules.
10. Policies/Procedures. Works within all policies and procedures adopted by Governing Board.
11. Acts as board secretary recording minutes of Board meetings in collaboration with the Administrator, posts all required postings such as agendas and minutes, prepares and disseminates Board books to the school board members and administrator.
12. Any other job duties as assigned by Administration.

**Work Environment/Physical Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors. Ability to work and prioritize tasks in an environment with frequent interruptions is a critical job skill that is necessary for this position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to lift up to 50 pounds, sit and stand for extended periods of time, and should possess the ability to handle moderate to high level stress in emergency situations. The employee must be able to see and hear relatively well to be able to communicate properly and assess students if they are present for first aid.

**SALARY RANGE:**

\$20.00 per hour

36-40 hours per week

4-day work week, Monday - Thursday

Arizona State Retirement available

Medical Benefits package to be determined by board. Full-time employees only.

Business Manager position is for the 2025/2026 school year with a starting date on July 1, 2025.

Prior training will be scheduled if required.

**CONTACT INFORMATION:** Send resume to the following email address.

Deb Warren                      [dwarren@hesd.net](mailto:dwarren@hesd.net)

Christina Ramirez              [cramirez@hesd.net](mailto:cramirez@hesd.net)