

Sangre De Cristo School District

POSITION: Business Manager

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DATE OF POSTING: November 30, 2023

SALARY RANGE: Refer to Business Manager Salary Schedule plus School District Comprehensive Benefits Package.

PROCEDURE FOR APPLICATION: Please submit an application (apply online at website: www.sangreschools.org)

QUALIFICATIONS FOR THE POSITION:

- Preferred training, knowledge and/or experience in the following areas: finance and business management, human resource, planning, evaluation, nutrition service management, operations and maintenance, benefit and insurance, transportation services, security and emergency planning.
- Commitment to efficient and effective use of resources; evidence of desire to apply creative initiative to shrinking financial resources.
- Computer and Technology skills.
- Experience working with diverse populations preferred.

RESPONSIBILITIES

Business Manager will;

- **Oversee and control account payable, human resource, and payroll, and other day to day business operations.**
- **Assist the Superintendent and the Board of Education in ensuring all financial structures are compliant and of high quality**
- **Assist in the development, implementation, monitoring and improvement of all financial budgets and expenditures throughout the school district.**
- **Ensure the successful and timely completion of the annual audit.**
- **Ensure the timely transfer of funds from taxing authorities to the district.**
- **Perform other related duties as assigned or requested.**

CLOSING DATE FOR APPLICATION: Open until filled. Must apply online.

START DATE: 24-25 School Year.

An equal opportunity employer

*In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and Board of Education Policy AC (Nondiscrimination/Equal Opportunity), Sangre De Cristo Schools does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following person has been identified as the compliance officer for the district:
Superintendent.*