

## **Sidney Community School District**

**Job Title:** School Business Official and Board Secretary/Treasurer

**Reports to:** Superintendent and Board of Directors

**FLSA Status:** X Exempt. **Status:** X Full Time

### **EXECUTIVE SUMMARY:**

The board employs the School Business Official to maintain district financial records according to federal and state law, administrative rules, and board policy. To prepare and administer the district budget. To act in the position of Secretary of the board in all respects such as attending board meetings, recording board minutes, preparing information and reports, and meeting other requests made by the board.

### **ESSENTIAL FUNCTIONS:**

Under general supervision of the Superintendent and Board of Directors, the School Business Official performs the following responsibilities within the overarching framework of the Iowa Department of Education's Standards for School Business Officials (SBO Standards).

- *Code's school finance data in accordance with Governmental Generally Accepted Accounting Principles (GAAP) Accounting, the Uniform Financial Accounting Manual, and the current Chart of Accounts;*
- *Implements the certified budget process;*
- *Understands the content and purpose of the Aid and Levy Worksheet;*
- *Adheres to the concept of spending authority;*
- *Provides detailed financial data that is useful to the board and other decision makers;*
- *Delivers a monthly statement of receipts, disbursements, and balances for every fund;*

- *Reconciles bank statements monthly;*
- *Forecasts a line-item budget;*
- *Maintains an accurate and separate account of each fund;*
- *Files taxes and financial reports in a timely manner;*
- *Understands and implements board policies and procedures;*
- *Maintains a working knowledge of laws applicable to school district;*
- *Manages and navigates school accounting software;*
- *Inputs financial data onto word processing, spreadsheet, and other programs as needed;*
- *Uploads financial data through the Iowa Education Portal and other reporting websites;*
- *Remains current with accounting technology;*
- *Maintains confidentiality of restricted information;*
- *Analyzes and troubleshoots problems;*
- *Participates and contributes to a district's vision and goals;*
- *Applies research, knowledge and skills from professional development opportunities to improve practice;*
- *Engages in annual review of district and accounting practices;*
- *Works collaboratively to improve professional practice;*
- *Encourages an environment of mutual respect, rapport, and fairness;*
- *Makes deposits and payments as authorized by district policy and federal and state laws;*
- *Adheres to board policies, district procedures, and contractual obligations;*
- *Ensures district policies are not in conflict with the law;*
- *Aligns line-item budget with the certified budget.*

#### Board Secretary/Treasurer Functions:

- *Takes oath of office within 10 days following appointment;*
- *Publishes minutes, bills, and salaries on a timely basis;*
- *Files bonds and ensures the level of coverage is adequate;*
- *Holds office until a successor has been appointed and qualified;*
- *Informs appropriate authorities of the names, addresses, and changes of board officers;*
- *Maintains separate and complete books for minutes and elections;*
- *Delivers all claims to the board for audit and allowance.*

### **KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

#### **Education and Licensure:**

- 60 credit hours of accounting or business, including six credits hours of accounting.
- Possess or ability to qualify for School Business Official Authorization.

**[Note: An applicant with six credits of accounting will only qualify for a Temporary School Business Official Authorization. That applicant would need to receive an additional three credits of accounting within a year to qualify for an Initial School Business Official Authorization.]**

#### **Knowledge and Skills:**

- Excellent verbal and written communication skills.
- Able to explain complicated financial concepts.
- Demonstrates strong organizational skills.

#### **TERMS OF EMPLOYMENT:**

- 12 months a year.

- Salary and benefits commensurate with qualifications and experience.

**EVALUATION:**

The School Business Official will be evaluated by the Superintendent at a minimum of once a school year. Performance of this job will be evaluated in accordance with federal and state law, board policy, and the preceding job description.

**EQUAL EMPLOYMENT OPPORTUNITY:**

It is the policy of the Sidney Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity, in its employment practices.

**Application Process:**

Please submit the following items to be considered for the position:

Letter of Application, Resume, Credentials, (3) References, and (3) Letters of Recommendation to:

Michael T. Brown, Superintendent, Sidney Community School District, 2754 Knox Rd. Sidney, IA 51652  
(712)374-2141. mbrown@sidney.k12.ia.us

Application materials must be received by end of the day January 19, 2026.