

Bellevue ISD is taking applications for the position of Business Manager. Bellevue ISD is a small rural school district between Henrietta and Bowie on Hwy 287. There are approximately 150 students in grades PK-12. Bellevue is a ranch and agricultural community with one large manufacturing plant that cares and supports the school district. Students and teachers are dedicated to the success of the school as can be seen in the success of the Academic program.

Primary Purpose:

- Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, human resources, and risk management.
- Maintain the district's financial services activity to ensure legally sound and effective management practices.
- Direct and monitor the management and investment of all district funds and ensure they are adequately protected.
- Serve as chief financial advisor and budget advisor to the superintendent and board of trustees. • Serve as the human resource liaison to include wage and salary administration, leave administration, employee insurance training, and employee communications.

Special Knowledge/Skills:

- Must possess strong organizational and leadership skills, the ability to communicate effectively, and the ability to build positive relationships with staff, students, parents and community • Advanced technical knowledge of school finance, budgeting, and the PIEMS/Ascender system • Working knowledge of the Texas Retirement System
- Working knowledge of financial applications and the account coding of School Finance • Working knowledge of state laws and regulations
- Working knowledge of Federal Programs
- Ability to implement policy and procedures
- Ability to interpret data

Applicant must be able to:

- Work with frequent interruptions and still meet established deadlines; maintain emotional control under stress, and maintain confidentiality of information.
- Compile and prepare regular district payroll, including related reports and deposits. • Ensure accurate and timely preparation of payroll records according to prescribed procedures, perform bookkeeping, and maintain accurate and auditable records.
- Use standard office equipment including personal computer, peripherals, basic payroll accounting procedures, and bookkeeping principles/practices
- Use software to create spreadsheets, databases, and do word processing with proficiency in keyboarding, 10-key numerical data entry, and file maintenance

Work will require:

- Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting, repetitive hand motions; frequent keyboarding/use of mouse; and occasional reaching.
- Occasional light lifting and carrying.
 - Basic work hours are from 7:20am to 4:00pm with frequent extra time for established deadlines.

Interested applicants should contact Wade Wesley at wade.wesley@bellevueisd.org, call at

940.928.2104, or send a resume to PO Box 38, Bellevue Tx 76228, **but must** fill out the online application.