

MARICOPA COUNTY REGIONAL SCHOOL DISTRICT

PERSONNEL ACTIONS

JUNE 2022

DURANGO TLC:

Staff Hiring:

Daryl Sims – Reach Associate
Marcellous Lovelace - Teacher

Staff Resignations:

Shee’Kna Wycoff – 6/3/2022
Willie Carter - 6/17/2022
Ellen Mari - 6/30/2022

ESPERANZA PREP:

Staff Resignations:

Stefanie Hartzler – 6/30/2022
Ashley Martin – 6/30/2022
Josh Meibos – 6/30/2022
Michele Rutin – 6/30/2022

HOPE ACADEMY:

Staff Hiring:

Ruby Reyes – Teacher
Hunter Pabst – Reach Associate

Professional Staff Resignations:

Tiffanie Gilbert – 6/30/2022
Andrew Klunk – 6/30/2022
Daniel Zehring – 6/10/2022

DISTRICT OFFICE:

Staff Resignation:

Joanne Eichhorst – 6/30/2022 (Retire)
Janice Wheeler – 6/30/2022 (Retire)

Month	Donor	Donation	Donation Value
Feb-May	Midwest Food Bank	4 Pallets of Water, Snacks, hygiene items	
Feb-May	PVUMC	Snacks for Hope and Espeanza	
April	Yolanda Montoya and Friends	Spring Baskets for Esperanza Students	
May	Midwest Food Bank	Starbucks coffee, Fairytale brownies and flowers for teacher appreciation	
May	Wendy Lieberman	paid for a masseuse to come give Hope teachers massages for teacher appreciation	
May	Michelle Mondragon	donated massage services for Esperanz a staff to get a massage	
May	Pappas Kids	\$800 \$80 for each Hope graduate	\$800
May	Pappas Kids	\$300 \$20 for each 8th grade student	\$300
May	Pam Pooley	Stuffed Wolve for every student	
May	A for AZ	\$400,000 for Innovative Grant (waiting on Money)	\$400,000
May	AZ on Track	\$36000 for Summer program at Hope	\$36,000

			\$437,100
Prepared by Dina Cutler	6/11/22		
Accepted by Steve Watson Signature:			
Date:			

Business Manager



Reports to:	Assistant Superintendent of Operations	
Job Site:	Central Office	
Classification:	(Un)Classified /Grade XY	Supervisory Responsibilities:
FSLA Status:	Full-time, Exempt position	None
Governing Board Approval:	June 14,2022	

JOB SUMMARY

At Maricopa County Regional School District, we believe all students can experience academic and social success. Although many of our students have encountered challenges, we know skilled and caring professionals can ignite their love for learning and infuse a passion for pursuing their dreams. As the Business Manager you will have the opportunity to apply your expertise in business and administrative work. Your ability to create and maintain an efficient management system of financial and operating affairs for the district including, but are not limited to, payroll, accounts payable, financial reporting and control, budget preparation and control, and purchasing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performance Goals

- Administer financial affairs for the District and provide the best possible educational services with fiscal resources available while performing necessary tasks insuring financial stability and fiscal responsibility.
- Determine and obtain revenues legally authorized to the District from local, State, federal and other sources.
- Assist the Maricopa County School Superintendent with planning business and financial affairs of the School District and make judicial and prudent decisions concerning expenditures of valuable resources.

Financial Resource Management Responsibilities

- Oversee the development and preparation, publication, and distribution of annual balanced district budget as approved by the Maricopa County School Superintendent.
- Conduct budget activities and administer a budget control system for the district.
- Prepare and recommend an annual budget to the Superintendent.
- Determine and establish cost control procedures during the tenure of the annual budget.
- Design and implement accounting procedures completed in advance of deadlines for reporting the status of finances, property, and attendance of the school district.

- Establish and maintain accounting procedures which support timely reporting of financial, attendance, property, and status of school District; insuring efficiency of current operations, and pinpointing areas for future improvements.
- Supervise collection, safekeeping, and distribution of all funds.
- Monitor District, State and Federal financial management regulations and policies; alerting supervisors to potential problems and/or changes in regulations and policies.
- Prepare and enter all journal entries.
- Prepare and submit tax reports as required by law to federal and state agencies.
- Prepare estimates and/or analyses of revenue, expenditures budget requests, program proposals, program costs, methods of financing including long-range projections of requirements.
- Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
- Maintain a continuous internal auditing program for all funds. Prepares month-end reconciliations. Report monthly on financial status.
- Develop budget guidelines, coordinate preparation of the budget, and assist key administrators in review of the budget.
- Develop budgets for grant proposals according to funding guidelines.
- Monitor status of submitted grants and follow-up with funding agencies ensuring all federal and state timelines are met in regard to financial reporting.
- Recommend and implement appropriate internal and external audit functions.
- Conduct long range planning and budget forecasting to determine major sources of revenue; then pursue each source ensuring the greatest return on investments for financial stability.
- Monitor the District budget and oversee the financial performance of District operations.

Information Management, Research and Planning Responsibilities

- Advise the Superintendent on all questions relating to the business and financial affairs of the district.
- Attend regular meetings of the Superintendent's staff and serve actively to improve communication, cooperation, operations and planning.
- Prepare monthly expenditure reports and present at Governing Board Meetings.
- Periodically meet with appropriate staff to review the status of the budget.
- Oversee approved grants and confirm that funds are being utilized appropriately.
- Maintain necessary records, files, reports, databases and resource materials pertinent to grants office activities.
- Develop and submit grant amendments in accordance with the needs of the site and funding agency.
- Write and submit quarterly/semi-annual and final reports for all required projects.
- Participate on district teams responsible for developing and writing grant proposals.
- Ensure that resources are appropriately allocated to meet district initiatives.
- Coordinate processes, and control transfers of budgeted funds as requested by program directors.

- Collect, collate, analyze and report pertinent data concerning the business and financial affairs of the District.

Legal and Business Affairs Responsibilities

- Facilitate and act as the legal advisor to the Superintendent. This includes but is not limited to: Monitoring contracts and other legal activities; on recommendations of positions on legal actions in accordance with statutes and case law.
- Create and prepare timely reports concerning the business, student attendance and financial affairs of the District. These include but are not limited to: Attendance Reports, State Mandated Reports, Federally Mandated Reports, Periodic Reports Taxation Reports; Other Reports as directed by Superintendent.
- Coordinate with local, county, state and federal agencies concerning the business and financial affairs of the District.
- Recommend changes to, or establishment of School Board Policies to the Superintendent; establish procedures to accommodate approved policies or policy changes.

Perform other duties as assigned

<p>MINIMUM EDUCATION AND/OR EXPERIENCE:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Business, Finance, or related field • Four (4) years managerial and supervisory experience in K-12 public school finance • Experience with finance and budgeting principles (USFR and ARS) • AZ Special Education Certification • Valid Fingerprint Clearance Card • Technology proficiency 	<p>PREFERRED EDUCATION AND/OR EXPERIENCE:</p> <ul style="list-style-type: none"> • Master’s Degree in Business, Finance, or related field
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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Arizona School Finance and Federal laws and regulations.

Skilled in:

- Effective organizational, planning, communication and interpersonal skills.
- Attention to detail to ensure accuracy of data.
- Computer and data management, including Excel, other accounting related software, and other business software tools relative to job requirements and duties.

Ability to:

- Perform duties with an awareness of all District requirements and Board policies.
- Establish and maintain effective working relationships with students, staff, and community.
- Effectively communicate, both written and verbally, with internal and external stake-holders.
- Analyze data and assess considerable quantities of information, then predicate recommendations.
- Manage/maintain MCRSD accounting and budgeting procedures.

Core Competencies:

■ Accountability ■ Analytical Thinking ■ Concern for Order ■ Planning Ahead

PHYSICAL DEMANDS & WORK ENVIRONMENT: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach; employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

EDUCATION RE-IMAGINED.

Maricopa County Regional School District sets itself apart from other public schools by granting autonomy to the people with the greatest understanding of what the students need. The teachers.



OUR APPROACH:

Building a culture of caring is our first priority. We all learn better when we feel cared for and know we are wanted in the community. We believe teacher-student relationships are everything.

We take safety very seriously. From teaching prevention to preparing for emergencies, our students are cared for and protected.

It is our great privilege to immerse our students in creative inquiry every day. We think learning new things and making discoveries are awesome and we pass that feeling to our students.

When students leave us, they will be more curious than when they arrived and more prepared for the next phase of their life. Whether that is higher education, career training, or the job of their dreams. We prepare our students to their choices are limitless.

NOTICES

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. MCRSD is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Michael Stewart, Assistant Superintendent of Operations, at 602-452-4700 at least 3 days in advance.