



Fredonia-Moccasin USD #6
PO Box 247
221 E Hottt St.
Fredonia, AZ 86022
928-643-7333
Fax 928-643-7044

District Business Manager

Position: Full-time; Exempt

Supervisor: Superintendent

Salary: \$50,000-60,000; plus a benefit package and retirement; sick, holiday, and vacation leave

Job Summary:

Monitors and maintains the day-to day financial operations of the school district, such as; payroll, accounts payable, accounts receivable, purchasing, receiving, prepares annual school budget, and oversees the preparation and submission of all grants.

Essential Functions:

- Ensures compliance with guidelines of all grants
- Participates and provides necessary documentation during all audits
- Serves as the liaison with Superintendent, principals, and other departments on issues regarding grants and funding
- Prepares and maintains annual budget
- Review and approves requisitions prior to PO
- Responsible for timely drawdowns of funding from various funding authorities
- Assists in maintenance of all internal controls within the business office at all times
- Records and balances money held at the county
- Making journal entries
- Filing of quarter and annual reports
- Prepare and maintain spreadsheets

Supervisory Responsibilities may include:

- HR/Payroll
- AP/ Purchasing/Receiving
- Food Service
- Accounts Receivable
- IT/SIS
- Facilities Director

Todd Gilmore, Superintendent/Elementary Principal
Lannell Allen, Dean of Faculty and Students
Dorene Mudrow, Business Manager



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Qualifications Preferred:

- Bachelor's in Accounting
- Two year experience in fund accounting
- Experience in grant writing
- Two year experience in supervising employees
- Two year experience in payroll, HR, accounts payable, accounts receivable, and purchasing
- Two year experience in preparing budgets and financial statements
- Proficient in Word, Excel, email, computers, ten key, phone system, and copy machines

Physical & Special Requirements:

- Be able to lift 25 pounds
- Be able to sit a computer for long periods of time
- Be able to obtain a Fingerprint Clearance card with a background check

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. This job description is subject change by the employer as the needs of the employer and the requirements of the job change.

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