

MURRAY CITY SCHOOL DISTRICT

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EFFECTIVE:	07/1/1988
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Statement of.....

Policy and Responsibility

SUBJECT: BUSINESS ADMINISTRATOR

- A. Shall perform duties under the direction of the Superintendent.
- B. Serve as clerk-treasurer of the Board of Education.
- C. Responsible for the financial records and transactions in the district and individual school.
- D. Keep the official records of the district.
- E. Responsible for the preparation of the financial and statistical reports.
- F. Coordinate fiscal data processing services.
- G. Manage and invest the available funds of the School District within the guidelines of the Utah Money Management Act.
- H. In association with the Superintendent, prepare the annual budget.
- I. Insure all expenditures are within the Budget set by the Board of Education.
- J. Manage the district employee health, dental and long-term disability insurance plans.
- K. Supervise the equipment inventory process.
- L. Shall perform such other duties as may be assigned by the Superintendent.
- M. Is responsible for all student accounting for the preparation or approval of all reports to the State Board of Education that include membership information.