

MURRAY CITY SCHOOL DISTRICT

Statement of.....

NUMBER:	SB 107
EFFECTIVE:	04/13/1987
REVISION:	11/14/2013
PAGES:	

Policy and Responsibility

SUBJECT: BUSINESS ADMINISTRATOR

I. BUSINESS ADMINISTRATOR

The Business Administrator is appointed by the Board of Education and shall work under the direction of the Superintendent. The Business Administrator shall be appointed as specified by law for a term of two years. Interim appointments shall not exceed one year.

II. DUTIES OF THE BUSINESS ADMINISTRATOR

The Business Administrator shall keep accurate records of the board's proceedings, all legal and fiscal obligations of the board, keep records and accounts for all district funds, have custody of all records, district seal, and documents not otherwise assigned, and assume such other duties assigned by the board or stipulated by law.

The Business Administrator shall have care and custody of all money belonging to the District and shall make disbursements upon warrants signed by the President of the Board. -The Business Administrator shall sign all bonds and perform such other duties assigned by the board.

The board relies on the business administrator for advice and expertise on financial matters affecting the operation of the schools. The board holds the business administrator responsible for ensuring the accuracy, integrity, and timely communication of such information to the board and superintendent. The business administrator is accountable to the board and superintendent for his or her performance.