

# Business Manager Position

**Date posted:** March 25, 2026

**Salary Range:** \$65,000.00 - \$70,000.00 per year depending on Experience

**General Job description: Full Job Description upon request**

Job Summary: The Eloy Elementary School District Business Manager is responsible for managing financial and operational functions of the elementary school. This role includes budgeting, financial planning, human resources management, facilities oversight, procurement, and general administrative support, ensuring the efficient and effective support of the school's educational objectives.

## **Financial Management:**

- Develop, implement, and monitor the school's annual budget collaboration with the Superintendent.
- Prepare and present financial reports, forecasts, and analyses for the Superintendent.
- Oversee accounts payable and receivable, payroll processing, and purchasing functions.
- Ensure compliance with federal, state and local financial regulations and reporting requirements.

## **Education and Experience:**

Bachelor's Degree preferably in Business Administration or an equivalent degree.

Minimum 3-5 years Experience . Preferably in an education setting.

## **Benefits:**

- Dental insurance
- Health insurance
- Professional development assistance
- Retirement plan
- Vision insurance

Work location at the district office. ELOY ELEMENTARY WANTS YOU!!!