

4026
Finance Manager

The board will employ a finance manager who may be authorized to make all purchases for the board, in compliance with state law and within the budget approved by the board.

Other duties of the finance manager include:

- Recording and the safekeeping of the board meeting minutes;
- Publishing proceedings of the board consistent with laws regarding the publication of board minutes;
- Preparing a detailed account of all board business and periodic and annual reports of the receipts and expenditures of the district;
- Issuing of all warrants for the payment of verified bills, salaries, and contracts;
- Performing such other duties as the director may require and as required by law.

Adopted on: 8/15/2023

Revised on:

Reviewed on: