

The role of the school business official varies by jurisdiction size and available resources, however the essential skills and knowledge needed to effectively manage and safeguard district assets and maximize resources for students do not.



**ADMINISTRATION**

- Organization and administration
- Public policy and intergovernmental relations
- Legal issues
- Risk management

**FINANCIAL RESOURCE MANAGEMENT**

- Budgeting and financial planning
- Accounting, auditing and financial reporting
- Cash management, investments and debt management

**HUMAN RESOURCE MANAGEMENT**

- Personnel, payroll and benefit administration
- Professional growth and human relations
- Labour relations and employment agreements

**FACILITY MANAGEMENT**

- Planning, construction and property management
- Maintenance and operations

**PROPERTY ACQUISITION MANAGEMENT**

- Purchasing
- Supply and fixed asset management

**PLANNING AND EVALUATION**

- Strategic planning
- Program evaluation
- Community engagement

**COMMUNICATION**

- General communication
- Social media

**TECHNOLOGY MANAGEMENT**

- Management information systems
- Records management
- Intellectual property

**TRANSPORTATION MANAGEMENT**

- Transportation