

# B O M

## Business Office Manager

**E**stablished in 1998, the MSBO Voluntary Certification Program supports the ongoing professional development of school business officials. The program is a mark of distinction that reflects professional achievement and demonstrates a person's dedication to his/her profession.

### Benefits of Business Office Manager Certification

The Business Office Manager (BOM) certification:

1. provides access to information and training that is specific to Michigan law and regulation; and
2. provides a basis for advancing professionalism of Business Office Managers in Michigan schools.

### The BOM Program

MSBO certification courses provide a great deal of information in a short time. Most courses are "bulleted" information rather than in-depth training. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

The recommended beginning course for Business Office Manager certification is *Introduction to School Business*. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for Business Office Managers in their first 1-5 years of employment. However, any person employed in school business operations who meets the stated requirements may receive Business Office Manager certification. There is no requirement for holding a particular position in a school district.

### Requirements

This program and the courses listed have been created and reviewed by the Professional Development Committee of MSBO. An applicant for certification must be a member of MSBO, and hold a Bachelor's Degree including 8 semester hours of accounting.

Read the reverse side of this sheet for brief descriptions of certification courses that are offered through MSBO. In some circumstances courses from other sources may be counted toward MSBO certification. *Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program continue to evaluate and make minor modifications as deemed appropriate.*



## MSBO Voluntary Certification Program

### MSBO's Certification Program Benefits:

- Provides access to information needed to succeed in your job
- Offers practical overviews of key areas of law, regulations and practices
- Identifies resources for in-depth and additional information that may be utilized at a later time
- Assures a quality curriculum is developed and monitored by the MSBO Professional Development Committee
- Uses experienced practitioners to teach classes
- Offers seminars at regular intervals and reasonable prices
- Uses adult learning principles and provides a learning environment where colleagues can share experiences and information

Go to [www.msbo.org](http://www.msbo.org) for more information about the MSBO Voluntary Certification Program for School Business Officials.

### Questions?

Contact Courtney Byam at 517.327.5937 or by e-mail at [cbyam@msbo.org](mailto:cbyam@msbo.org); or

Debbie Kopkau at 517.327.2587 or by e-mail at [dkopkau@msbo.org](mailto:dkopkau@msbo.org).

# Business Office Manager (BOM) Course Descriptions

**Cash Management (3 hours):** Learn how to develop specifications for the selection of banking and other financial services; apply concept of compensating balances; comprehend procedures and legal constraints for cash collection and disbursement; analyze monthly internal transfers and loans; prepare a cash flow analysis, including a fund balance report for the board of education; and identify and deal with fraud and abuse.

**Collective Bargaining Agreement, Contracts (3 hours):** Learn how to interpret bargaining agreement language, understand leave benefits and grievance procedures, including an overview of union dues and political deductions and non-deductions. Learn how to administer overtime, FMLA, and FLSA. Understand the difference between an independent contractor vs. an employee.

**Effective Communications (3 hours):** Learn techniques and strategies to send clear messages, create credibility, and develop strategic communications programs that are effective for your school district.

**Introduction to School Business: (14 hours):** An overview of school business operations with a focus on several key areas. The program will begin with a brief background on the general functions of the school Business Office Manager. Major components of the program will include: listing and describing reports that must be filed with federal, state, and local agencies; reviewing school laws and the Revised School Code; introducing fund accounting processes; reviewing school organizational issues and operational issues (how school boards and administrators function); and exploring inter-relationships between the business office and site operations – offices in school buildings, facilities, transportation, and food services. Part of the

program would be devoted to discussion about the roles and functions of the school business official.

**Labor Relations/Employment Law (6 hours):** Understand the major state and federal employment laws that apply to public schools. Learn about collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act and other state and federal retirement issues.

**Payroll and Related Personnel Issues (3 hours):** Understand the laws and regulations related to payroll function, including state and federal payroll laws and regulations, pertinent tax regulations, employee retirement plans, practical aspects of completing a payroll, and electronic check deposits.

**Principles of Education (3 hours):** Understand the educational process, culture of schools, major learning theories, teaching methodologies, school improvement, design of in-service programs, and the structure and function of the principalship.

**Purchasing Overview (3 hours):** Learn the basics of performing purchasing functions, including related Michigan laws, the structure of a purchasing operation, electronic and cooperative purchasing, bidding, reviewing contracts, lease-purchase options, and “partnerships.”

**Team Leadership (3 hours):** Learn how to match your leadership style with the culture of the organization. Matching leadership style to the cultural landscape will allow you to increase your productivity, decrease communication problems and strengthen your conflict management skills.

**Technology for the Business Manager (3 hours):** Learn how to develop long-range technology planning, while assigning appropriate specifications for technology purchasing. Other topics include: technology infrastructure contracting for the school district, evaluating the cost benefits of producing information in relation to organizational value, and ensuring that appropriate security is maintained.

**Wrap-up/Ethics (2 hours):** Celebrate completion of your certification program! Reflect on what you have learned and your role in the educational process and your school district. This class can be taken only if you are two classes or less from completing your certification (not counting the Wrap-Up/Ethics Session).

**Elective (6 hours):** Any course taken outside of this certification track but required in another.

**Total class time is 52 hours. Continuing Education hours are 78 hours plus one Group Solutions and one Financial Statement Preparation Workshop or Leadership Institute for a total of 90 hours within a five-calendar-year period.**