

JOB DESCRIPTION

JOB TITLE: ASSISTANT BUSINESS MANAGER

REPORTS TO: BUSINESS MANAGER

DEPARTMENT: BUSINESS OFFICE

I. NATURE AND SCOPE OF JOB:

To assist in the administration of the District's business operation so as to provide the maximum educational services for the financial resources available.

II. EXPECTATIONS:

1. Maintains confidentiality in all matters of the District.
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

Essential Functions:

1. Supervise and be responsible for accounts payable processes, monthly Board claim listing, and postings to proper budget accounts and preparing monthly financial reports.
2. Supervise and be responsible for all postings to the General Ledger and balance the ledger to all appropriate subsidiary ledgers.
3. Perform the necessary accounting procedures to accomplish the supervisory items in items 1 and 2.
4. Payroll Review – pay period entries, Frontline uploads, Absences
5. Enter new employees in accounting software and code new hire paper work.
6. Submit monthly payroll taxes

7. Supervise and be responsible for all receipts entered into the computer, all changes made to revenue accounts and preparation of the revenue report at the end of each month.
8. Maintain records on all federal monies investments, construction contracts, maintenance contracts and other essential information as deemed necessary by the Business Manager.
9. Ensure that all data file and programs are backed up for the protection of the business computer.
10. Supervise the proper recording of obligations against the District budget.
11. Assist the Business Manager with the preparation of all yearly reports that are submitted to state agencies.
12. Manage Federal/Private grants. This will include applying and reporting, as well as overseeing federal periodic expenditure reports and monthly draw-downs.
13. Other duties as assigned.

Non-Essential Functions:

1. Assists the Business Manager with the annual budget preparation.
2. Perform other duties as may be assigned by the Business Manager.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Knowledge of computer operations and software.
2. Knowledge of basic accounting and bookkeeping concepts.
3. Ability to supervise
4. Ability to enunciate clearly, in person and over the phone.
5. Ability to follow and successfully complete both written and oral directions.
6. Ability to think clearly and calculate accurately.
7. Ability to work with people of various personality types.
8. Ability to maintain confidentiality.

B. Education, License, Certification or Formal Training:

1. High school diploma or equivalent
2. Five years bookkeeping experience, preferably in public school district.

C. Equipment Used:

PC Computer System	Printer
Typewriter	Calculator
Telephone	Copy Machine
Check Signing Machine	Postage Machine

D. Physical Demands:

1. Ability to tolerate physical demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office
2. Lifting of boxes and equipment.
3. Deadline oriented position
4. Heavy paperwork load
5. Sitting for prolonged periods of time
6. Extensive computer use

E. Environmental Demands:

1. Air-conditioned building.
2. Fluorescent lighting.
3. Ability to tolerate environmental demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office.
4. Numerous phone calls
5. Numerous interruptions

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.