

JOB DESCRIPTION

JOB TITLE: Business Office Support Specialist

REPORTS TO: Business Manager

DEPARTMENT: Central Office Support Staff

I. NATURE AND SCOPE OF JOB:

To contribute to the smooth and efficient operation of the business office to facilitate achieving the mission and goals of the District for all students. To assist in the District's business administration to provide maximal educational services within available financial resources.

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:

A. Essential Functions:

1. Be the Benefits Specialist. Become familiar with Wyoming Employment Law and District Policies. Have knowledge in Family Medical Leave Absence, Sick Leave, Personnel, Vacation Leave, Wyoming Retirement, Worker's Compensation, HIPPA, FERPA, District Insurance and other areas pertinent to benefits. Will also assist with benefit sign up.
2. Be responsible for Time/Attendance/Absent Management Framework (Currently using Frontline).
3. Be responsible for all state consolidated grants and reporting.

4. Be responsible for District phone system (currently Shortel).
5. Maintain, implement, and assist with Learning Management System.
6. Prepares and maintains, under the supervision of the Business Manager, a systematic set of records for all financial transactions of the District.
7. Be responsible for the filing of Payroll, Grants, Business Office.
8. Fill in for Executive Assistant as needed.
Perform all usual office routines and practices such as: file, research, memos, reports and spreadsheets: prepare and/or type reports and other documents, frequently confidential in nature, and compose letters, and answer correspondence as directed.
9. Assists staff members in completion of all forms related to employment necessary to ensure proper order procedure and payment.
10. Perform other duties as assigned.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Competency in typing, word processing, database, spreadsheets, record keeping, and internet use.
2. Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages.
3. Ability to maintain information accurately.
4. Ability to work effectively with the public
5. Ability to respond to needs of all employees in a polite and professional manner.
6. Ability to take direction from several administrators/Board members.
7. Ability to contribute to a positive office relationship.
8. Present a professional image always.

B. Education, License, Certification or Formal Training:

1. High School diploma or equivalent
2. College degree or a minimum of 4 years previous office experience preferred
3. Knowledge of necessary software programs i.e. Word processing, database, spreadsheets.
4. Annual required District trainings.

C. Equipment Used:

Typewriter	Telephone	Paper Shredder
Computer	Copy Machine	10-Key Calculator
Fax Machine	Postage Meter	VoIP Phones

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
4. 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 associated with a busy, productive office.

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, [615 Rodeo, Rawlins, Wyoming 82301](#), (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.

4/18/96

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