

KUSPUK SCHOOL DISTRICT

P.O. Box 49
Aniak, AK 99557
(907) 675-4250



JOB DESCRIPTION

TITLE: Assistant Business Manager 1

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Experience with computerized financial accounting systems.
3. Post-secondary business training preferred or 5 years experience.
4. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
5. Communication and organizational skills.
6. Accounting skills.
7. Ability to work effectively and cooperatively with staff.
8. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Assumes primary responsibility for two or more of the following areas: purchasing and accounts payable; payroll; grant reporting; banking and cash management; assets inventory; school nutrition program ordering and reporting; computer maintenance; employee benefits programs; district travel arrangements.
2. Handles confidential materials professionally.
3. Assists with annual financial audit.
4. Assists Business Manager with supervision, hiring and training of staff.
5. Participates in in-service and training events.
6. Performs other duties as assigned.

Reports To: Business Manager

Salary: \$37,440 / year or more, DOE

Length of Employment: 12 months per year, assigned hours per day

Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.