

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

POSITION PROFILE – ASSISTANT BUSINESS MANAGER

QUALIFICATIONS

This position requires a Bachelor's degree in business administration, business management, education, accounting or any other business related field. The position also requires demonstrated competence in the use of technology in the business work place.

AUTHORITY

Be directly responsible to the Business Manager for the performance of all duties.

Serve in a staff relationship with all professional and support staff members.

Work in a line relationship with the Census and Tax Office Coordinator, the Accountant, and the Bookkeeper.

SUMMARY OF PURPOSE

The position is responsible for providing assistance to the Business Manager in the administration and/or supervision of the business affairs of the Lampeter-Strasburg School District. The position is responsible for the school district financial accounting programs, purchasing and supply management, and tax and census collection.

PERFORMANCE RESPONSIBILITIES

Develops policies for the bidding, purchasing, renting, leasing, licensing, inventory of, and dispensation of all school district purchases.

Implements the district accounting system in accordance with "The Manual of Accounting and Related Financial Procedures of Pennsylvania School Districts" as well as the Governmental Accounting Standard's Board (GASB) regulations. This would include overseeing all accounting procedures and transactions as they relate to all school district funds. Work in cooperation with the Accountant to see that the district's general ledger of financial accounts is accurate and up-to-date.

Assist both local and outside audit agencies in their review of District financial records.

Direct the preparation of monthly Board reports, annual financial reports, and any other state and/or federal reporting requirements that relate to the operation of the Business Office. Assist in compiling detailed revenue and expenditure information as required for proper financial planning.

Supervise all aspects of the tax collection process and insure that it adheres to Board Policy and Administrative Guidelines.

Supervise the census enumeration including all related reports.

Work in conjunction with the Business Manager to manage the district's cash flow program and invest all funds according to the district's policy.

Assist in the development, coordination, implementation and maintenance of systems operations, supporting the Business Office and/or related administrative functions. Develop necessary forms, instructions and provide training to facilitate improvement in automated operations.

Utilize spreadsheet, database, and presentation software for business office operational requirements and in the analysis of financial related data.

Participate in the recruiting, hiring, training, supervising and evaluating of Business Office support staff.

Keep informed of developments in finance and computer applications and furnish direction in determining their appropriateness for inclusion in the district's business program.

Perform other duties as assigned by the Business Manager.

SPECIAL SKILLS

The position requires a strong knowledge of general finance and office functions in addition to strong managerial and human relations skills. The position requires the ability to set department goals and objectives and to continually assess business office employee development. The ability to maintain confidentiality is essential.