

**CARBON COUNTY SCHOOL DISTRICT ONE**  
An Equal Opportunity Employer

**POSITION:** Assistant Business Manager

**LOCATION:** Central Office/Business Office

**REPORTS TO:** Business Manager

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

**Essential Functions:**

- *Supervise and be responsible for accounts payable processes, monthly Board claim listing, and postings to proper budget accounts and preparing monthly financial reports*
- *Supervise and be responsible for all postings to the General Ledger and balance the ledger to all appropriate subsidiary ledgers*
- *Perform the necessary accounting procedures to accomplish the supervisory items in above items*
- *Payroll Review – pay period entries, Frontline uploads, Absences*
- *Enter new employees in accounting software and code new hire paperwork*
- *Submit monthly payroll taxes*
- *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*
- *Maintain records on all federal monies investments, construction contracts, maintenance contracts and other essential information as deemed necessary by the Business Manager*
- *Ensure that all data files and programs are backed up for the protection of the business computer*
- *Supervise the proper recording of obligations against the District budget.*
- *Assist the Business Manager with the preparation of all yearly reports that are submitted to state agencies*
- *Manage Federal/Private grants. This will include applying and reporting, as well as overseeing federal periodic expenditure reports and monthly draw-downs*
- *Assists the Business Manager with the annual budget preparation*
- *Perform other duties as may be assigned by the Business Manager*

**Required Qualifications:**

- *High school diploma or equivalent*
- *Five years bookkeeping experience, preferably in a public school district*
- *Knowledge of computer operations and software*
- *Knowledge of basic accounting and bookkeeping concepts*
- *Ability to supervise*

- *Ability to enunciate clearly, in person and over the phone*
- *Ability to follow and successfully complete both written and oral directions*
- *Ability to think clearly and calculate accurately*
- *Ability to work with people of various personality types*
- *Ability to maintain confidentiality*

**FLSA Status:** Exempt

**NOTICE OF NONDISCRIMINATION:**

*Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net*

*EEO/AA/Vet/Disability Employer*