

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 contribute to the smooth and efficient operation of the business office so as 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.

Essential Functions:

- *Prepares and maintains, under the supervision of Assistant Business Manager, a systematic set of records for all financial transactions of the District*
- *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*
- *Provides services as a receptionist, placing and receiving calls, and recording messages*
- *Sort, distribute, and process mail for the Central Office including but not limited to delivery of mail to local post office during summer months*
- *Runs necessary processes to record detail of financial transactions in appropriate journals and subsidiary ledgers, summarizing entries recorded*
- *Reconciles all bank accounts maintained by the District*
- *Assists staff members in completion of all forms related to purchasing necessary to ensure proper order procedure and payment*
- *Checks purchase requisitions to determine accuracy of information and submits requisitions to the Business Manager for approval*
- *Prepares and distributes purchase orders to vendors and appropriate departments*
- *Maintains the vendor information file*
- *Maintains an accurate system of accounting for District's fixed assets*
- *Checks orders received against the purchase order issued*
- *Maintain supply room inventory for teachers on-hand supply*
- *Process outgoing freight (UPS) etc.*
- *Process payroll bills monthly*
- *Contact person for copy machine accounts, District cell phones*
- *Perform other duties as assigned.*

Required Qualifications:

- *High School diploma or equivalent*

- *College degree or a minimum of 4 years previous office experience preferred*
- *Knowledge of necessary software programs i.e. Word processing, database, spreadsheets*
- *Competency in typing, word processing, database, spreadsheets, record keeping, and internet use*
- *Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages*
- *Ability to maintain information accurately*
- *Ability to work effectively with the public*
- *Ability to respond to the needs of all employees in a polite and professional manner*
- *Ability to take direction from several administrators/Board members*
- *Ability to contribute to a positive office relationship*
- *Present a professional image at all times*

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