

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Business Office Support Specialist

LOCATION: Central Office/Business Office

REPORTS TO: Business Manager

Primary Purpose: 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.

Essential Functions:

- *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, HIPAA, FERPA, District Insurance and other areas pertinent to benefits*
- *Assist with benefit sign up*
- *Be responsible for Time/Attendance/Absent Management Framework (Currently using Frontline)*
- *Be responsible for all state consolidated grants and reporting*
- *Be responsible for the District phone system*
- *Maintain, implement, and assist with the Learning Management System*
- *Prepares and maintains, under the supervision of the Business Manager, a systematic set of records for all financial transactions of the District*
- *Be responsible for the filing of Payroll, Grants, Business Office*
- *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*
- *Assists staff members in completion of all forms related to employment necessary to ensure proper order procedure and payment*
- *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*
- *Annual required District trainings*

- *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 always.*

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