

## Job Description

<b>Position Title</b>	<b>Assistant Business Manager</b>		
<b>Building</b>	Lincoln Elementary	<b>Department</b>	District Office
<b>Hours</b>	40 per week	<b>Supervisor</b>	Business Manager
<b>Band and Grade</b>	B-25	<b>Tools and Equipment</b>	Computer, applicable software, calculator, phone, copy machine

<b>Primary Function</b>	Performs accounting tasks under limited supervision and is expected to apply judgment and discretion in carrying out accounting activities within the guidelines of the District, reporting requirements and District procedures. Functions typically performed by positions assigned to this level include accounts payable, accounts receivable, account reconciliation, state reporting, and general ledger maintenance.
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<b>Essential Duties</b>	
<b>1</b>	Enters invoices on Smart Finance. Invoice nonpublic schools and other entities for transportation services, field trips, and activities.
<b>2</b>	Enters journal entries on Smart Finance.
<b>3</b>	Enters deposits on Smart Finance.
<b>4</b>	Reconciles monthly bank statements.
<b>5</b>	Monitors and approves transactions in Fund 10 and 21 accounts. Monitor grants.
<b>6</b>	Reviews and approves monthly transportation billings from bus companies.
<b>7</b>	Enters van mileage and use on spreadsheet.
<b>8</b>	Tracks transportation of activities and bills accordingly.
<b>9</b>	Reconcile monthly insurance payable accounts.
<b>10</b>	Monitors nonpublic schools' expenses.
<b>11</b>	Review 10 day time studies to determine average minutes per day. Verify receive PCA Plan of Care.
<b>12</b>	Submits expenses and collects authorizations, etc., for Third Party Billing. Verify receive PCA Training certificates.
<b>13</b>	Enters Title I, II, III, IV, ESSER, and GEER applications, budgets, narratives, supporting documents, and request for reimbursements on MDE SERVS website. Reconcile at year-end to UFARS.
<b>14</b>	Summer Migrant application and expenses. Submit request for reimbursement.

<b>15</b>	Enter Special Education staffing information in MDE SEDRA website. Reconcile at year-end to UFARS.
<b>16</b>	Reviews entries for Federal Flow Thru.
<b>17</b>	Semi-annually get the Special Education Paraprofessionals daily schedule. Use schedule to determine accounting codes in payroll. Prepare semi-annual certification.
<b>18</b>	Run Teacher Workload Analysis in SpEd Forms to determine account codes for payroll.
<b>19</b>	Check Federal and State Exemption lists to ensure special education employees are not on these lists.
<b>20</b>	Review assigned budgets and update as needed.
<b>21</b>	Each month select policies to review. Email policies to the Executive Cabinet and School Board members on the policy committee to review prior to sending to the school board for approval.
<b>22</b>	Update GSL website with School Board meeting, agenda, and approved policies.
<b>23</b>	Track credit card transactions and enter weekly or month-end deposits.
<b>24</b>	Backs up District Office employee who works with accounts payable, and prepares bank deposits. accounting.
<b>25</b>	Bring bank deposits to the bank, and make bank transfers.
<b>26</b>	Enter fixed assets on Smart Finance. Perform fixed asset audits.
<b>27</b>	Create new general ledger accounts, close general ledger accounts, open new month, etc.. on Smart Finance.
<b>28</b>	Works with auditors during annual audit.
<b>29</b>	Track those employees that drive GSL vehicle have completed Type III Special Needs and Knowledge quiz and have a current copy of employee's driver's license.
<b>30</b>	Performs other duties of a similar nature and/or level.

<b>Minimum Qualifications</b>	Up to one year of specialized or technical training beyond high school and three or more years of accounting experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of office principles and practices.</li> <li>• Knowledge of filing procedures and file maintenance.</li> <li>• Knowledge of general office equipment.</li> <li>• Knowledge of computers and related software applications.</li> <li>• Knowledge of basic bookkeeping theories and principles.</li> <li>• Knowledge of federal and state laws governing area of assignment.</li> <li>• Knowledge of District policies and procedures.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in classifying, recording, retrieving and verifying information.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Skill in applying standard practices in area of assignment such as bookkeeping.</li> <li>• Skill in using computers and related software applications.</li> <li>• Skill in mathematical computations.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Stooping, kneeling, reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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