

Job Title: Administrative Assistant Employee Services/Business Manager (220 days)

Exemption Status/Test: NonExempt

Reports to: Superintendent/Principal

Date Revised: 8/12/2025

Dept./School: Sweet Home ISD

Primary Purpose:

Direct and manage the business operations of the district including accounting, payroll, and purchasing. Provide high-level administrative, clerical, and financial management support to ensure efficient daily operations and compliance with district policies. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of budgeting, accounting systems, and payroll processing
Working knowledge of financial applications and accounting
Ability to use software to develop spreadsheets and perform data analysis
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Strong organizational, communication, public relations, and interpersonal skills

Experience:

2 years experience in school business management or public organization

Major Responsibilities and Duties:

Fiscal Management

1. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accounting Manual.
2. Assist the district's independent and internal auditors in conducting periodic audits.
3. Plan and conduct needs assessments for improvement of district business operations. Ensure that business operations support the district's goals and objectives and provide leadership to achieve cost-effective practices throughout the district.
4. Assist with administration of the business office budget and ensure that programs are cost effective and funds are managed prudently.

Policy, Reports, and Law

5. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
6. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
7. Follow district safety protocols and emergency procedures.

Purchasing and Inventory

8. Maintain accurate and current inventory records of the district's fixed and movable assets and oversee maintenance of a timely replacement cost-asset listing for insurance purposes. Organize and conduct sales to dispose of surplus and salvage equipment.
9. Oversee the preparation of bids and bid specifications. Receive and analyze bid proposals and prepare written recommendations.

Clerical

10. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare other materials as requested.
11. Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
12. Coordinate vendor contracts and purchasing activities.
13. Compile, maintain, and file all reports, records, and other documents as required. Maintain employee records according to established procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress
