CLASSIFIED CONFIDENTIAL			
Work Location	Roseland School District Office	**Responsible To**	Chief Business Official
Work Year	12 months	**Hours**	Full-time (8 hours per day)
Salary	Appropriate step on the Business Technician Salary Schedule	**Benefits**	Eligible for District Benefits

DEFINITION:
Under the direction and supervision of the Chief Business Official (CBO), the Business Technician performs a variety of technical and clerical duties related to the operations of the business office including purchasing, accounts payable, accounts receivable, inventorying, record-keeping, and maintenance of bank accounts.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to the following:

- Reviews and processes purchase order/requisition requests; verifies appropriate authorizations were received; calculates and verifies amounts, tax, and budget codes
- Creates, maintains, and updates vendor records; ensures that appropriate documents are obtained from vendors: W-9 tax forms, contracts, and/or insurance documentation
- Responsible for PWC-100 reporting and procedures in compliance with DIR regulations
- Responsible for processing payments on a timely basis to vendors in compliance with board policies and procedures
- Responsible for use tax reporting and 1099 reporting; ensure that deadlines are met and reports are accurate
- Maintains and updates inventory for non-capitalized assets for designated sites as assigned
- Assists with updating and maintaining various construction project databases and other project databases as assigned
- Reconciles designated bank accounts including revolving, associated student body (ASB), cafeteria, and donation accounts as assigned; ensures that disbursements are appropriate and in compliance with district policies and procedures
- Logs checks/cash received in the district office and maintains associated databases
- Responsible for deposits to the bank for revolving accounts and may assist with deposits to the country treasury
- Performs year-end closing procedures in relation to purchase orders, accounts payable, accounts receivable, and assists with other year-end closing tasks
- Provides payroll support, when needed and as assigned, including entering timesheets for supplemental pay, assists with reconciling health benefit payments, AESOP program, assists with providing payroll calculations and information for bargaining units negotiations

- Provides cafeteria clerical assistance, when needed and as assigned, including bank deposits, counting money, and meal eligibility applications
- Assists with the annual external audits including providing documentation and back-up as requested by the auditors
- Performs monthly and/or on-going accounting duties including reviewing accounts payables to ensure appropriate accounts were charged, reviews purchase orders, and prepares journal entries to correct account coding when necessary
- May assist with preparing data and financial analysis for collective bargaining contract negotiations, as needed and assigned
- Attends related workshops, training, and meetings as requested by the CBO
- Performs receptionist duties including answering phones and greeting visitors when front desk staff are absent or unavailable
- Provides backup support with board agendas and packet preparation in the absence of the administrative assistant
- Assists with special projects as requested by the CBO or Superintendent
- All other duties as assigned

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- ESCAPE financial system is desirable
- Accounts payable and accounts receivable procedures and practices
- Computer office programs including Excel and Word
- Record-keeping of financial and business documents

ABILITY TO:

- Work independently in the absence of supervision
- Calculate and verify a variety of accounting data
- Plan, organize and prioritize own work to meet deadlines and goals
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change
- Understand and apply principles, techniques, and procedures required for effective job performance
- Effectively communicate both orally and written

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Associates degree in a related field is desirable
- Two years or more of related experience is desirable

Board Revised and Approved: December 13, 2017
Board Approved: July 10, 2015