

TITLE: Assistant Business Manager

LOCATOR: 2.30

QUALIFICATIONS: 1) Bachelor's Degree in Accounting or Business Administration or an equivalent combination of training and experience.
2) Experience with school district accounting and school accounting software preferred.
3) Experience with student information system preferred.

REPORTS TO: Business Manager

JOB GOALS: To perform accounting functions for individual funds as assigned. To prepare financial statements and reports as needed for financial management, audit procedures, the budgeting process, and other internal/external reporting requirements. To assist the Business Manager in the preparation of the annual budgets for all funds and the annual financial reports. Will assume role of Business Manager when Business Manager is out of the office.

PERFORMANCE RESPONSIBILITIES

1. Prepares monthly financial statements for assigned funds to include monthly entry of cash receipts, preparation of journal entries and budget transfers, and distribution of reports to authorized individuals.
2. Assures the compliance of the national free/reduced lunch application process. Monthly files for reimbursement under the National School Lunch Program (NSLP) and the Fresh Fruits and Vegetable Program (FFVP).
3. Prepares monthly bank reconciliations for all assigned accounts.
4. Acts as a backup to the federal secretary to assure cash requests and required federal reports are filed timely.
5. Assists the Business Manager in the development and preparation of the annual budgets for the assigned funds.
6. Assists the Business Manager in the preparation of audit work papers and state financial reports.
7. Maintains the district's transportation fleet depreciation schedule.
8. Assists in the preparation of payroll monthly.
9. Prepares payroll in the absence of the payroll clerk.

10. Maintains a staffing database by funding code for certified and classified staffing that is updated monthly.
11. Reviews the federal fund balance sheet monthly with the secretary assigned to federal funds.
12. Assists in the ongoing training of building secretaries and food service personnel.
13. Coordinates with the Technology Director and the E-rate consultant to prepare the annual E-rate application.
14. Acts as a liaison to district staff, students, and the community.
15. Assumes the role of business manager when the business manager is out of the office.
16. Performs other duties as assigned by the Business Manager.

KNOWLEDGE, SKILLS, AND MENTAL ABILITY:

1. Knowledge of governmental accounting policies and practices established by the Governmental Accounting Standards Board in accordance with generally accepted accounting principles.
2. Working knowledge of automated accounting systems.
3. Working knowledge of Google and Microsoft Office Software.
4. Ability to maintain confidentiality.
5. Ability to think clearly, calculate accurately and be precise in working with numbers.
6. Ability to work with people of various personality types.
7. Ability to use good judgment when decisions are needed.
8. Ability to employ reasoning skills.
9. Demonstrate initiative.
10. Exercise and possess sound judgment, sustained concentration, and memory.
11. Capable of using appropriate problem-solving strategies.

PHYSICAL DEMANDS

1. Ability to sit for long periods of time.
2. Digital finger strength necessary to type on heavy setting.
3. Visual acuity and stamina to work at a computer monitor throughout the work day.

ENVIRONMENTAL DEMANDS:

1. Air conditioned office.
2. Fluorescent lighting.

TERMS OF EMPLOYMENT: Twelve months with vacations as per District Policy. Salary and fringe benefits to be set by Board of Trustees.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. Sheridan County School District No. 2 actively supports Americans with Disabilities Act and will consider reasonable accommodations.