



Northern Tier Career Center

JOB TITLE	BUSINESS ADMINISTRATOR
FLSA	EXEMPT
GROUP	ACT 93
REPORTS TO	Executive Director
JOB SUMMARY	Manage daily financial operations of the Center; insuring prompt and accurate completion of accounting and related materials; processing purchase orders and invoices for payment in a timely manner while maintaining appropriate accounting records for audits; supervising payroll, employee benefits, retirements, and insurances; and develop and implement procedures for the efficient and effective operation of the Center's business operations.
ESSENTIAL DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Supervise the management of the financial affairs of the Center, including long-range financial planning. 2. Record and track all financial revenue and expenditures for all school district grant projects (Perkins). 3. Reconciliation of all bank accounts and preparation of Treasurer's Reports to the Board Secretary. 4. Maintain appropriate documentation as required by grant funding sources. 5. Provide required reports, internal and external, related to grant operation, and accounting functions. 6. Supervise all financial procedures for administering the Center budget, purchasing and preparation of bid specifications and documents, accounts payable, fund accounting and financial reporting. 7. Coordinate the preparation and presentation of the annual Center budget. 8. Oversee all accounting operations, including the establishment and supervision of an efficient accounting program to record, in detail, all transactions. 9. Manage the Center's insurance/risk management programs including, but not limited to, the commercial packages. 10. Prepare reports and supervise record maintenance for the Center. 11. Provide continual evaluation of internal controls and improvements for the Center. 12. Work with the Financial Advisor, Bond Counsel and Solicitor in all Center refinancing and all debt management issues and arrange for the internal auditing of District accounts and coordinate all external audits. 13. Maintain current expertise in all areas of federal and state legislation affecting Center finances. 14. Maintain all appropriate records for employees including substitutes, time off, salaries, vacation etc. in the financial information system. 15. Responsible for Center payroll and monies withheld for all approved employee deductions. 16. Provide the Director, PAC and JOC with financial facts and statements that will help in decision-making processes. 17. Serve as a positive role model for students in all aspects of performance demonstrating pride in honorable profession of public education.
MARGINAL DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Perform administrative support duties as needed. 2. Attend meetings, workshops and conferences as required. 3. Provide backup as needed to other administrative personnel in their absence. 4. Support public education and student achievement. 5. Perform other duties as assigned by the Director.

QUALIFICATIONS	<ul style="list-style-type: none"> - Bachelor's degree in business administration, accounting, finance preferred or five years' experience of progressive responsibilities and/or experience in a school financial setting. - Must possess a valid driver's license. - Submission of Act 168 – Commonwealth of Pennsylvania's Sexual Misconduct Abuse Disclosure Release - Submission of Act 34 report of Pennsylvania State Police Criminal Record - Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994 - Submission of Act 24 Pennsylvania Department of Education Arrest/Conviction Form - Submission of Federal Criminal History Record in accordance with Act 114 of 2006
PHYSICAL DEMANDS	<ul style="list-style-type: none"> - Ability to reach above and below the waist. - Ability to use fingers to pick, feel and grasp objects. - Ability to perform repetitive motion. - Ability to lift/carry supplies weighing no more than 30 lbs. - Ability to sit or stand for long periods of time during the workday
SENSORY ABILITIES	<ul style="list-style-type: none"> - Visual acuity - Auditory acuity
WORK ENVIRONMENT	<ul style="list-style-type: none"> - Typical office environment - Subject to inside and outside environmental conditions
TEMPERAMENT	<ul style="list-style-type: none"> - Must be cooperative, congenial and service oriented. - Must possess excellent interpersonal skills. - Must be able to work in an environment with frequent interruptions. - Must be able to make good judgment and work under high levels of stress. - Ability to develop positive relations with stakeholders
COGNITIVE ABILITY	<ul style="list-style-type: none"> - Ability to follow written and verbal directions. - Ability to read and write. - Ability to communicate effectively. - Ability to organize tasks. - Ability to handle multiple tasks. - Ability to exercise good judgment
SPECIFIC SKILLS	<ul style="list-style-type: none"> - Must possess technology skills. - Must possess business and office management skills. - Ability to operate various office equipment. - Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job)