

ACCOUNTS MANAGER / BUSINESS MANAGER ASSISTANT

QUALIFICATIONS:

1. Associates Degree or higher in a business related field.
2. Five (5) years of experience in a business office.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assist the Business Manager in the administration of business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

FULL/PART-TIME Full-time

FLSA: Non-exempt from overtime

BOE APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Ability to use technology (hardware and software) with ability to adapt to upgrades.
3. Works with Business Manager to maintain a program of accounting adequate to record in detail all money and credit transactions.
4. Conducts accounting transactions as directed by the Business Manager.
5. Assist in the collection, safekeeping, and distribution of all funds.
6. Performs all tasks related to district billing by vendors including invoices, back-orders and payment.
7. Cooperates with the Business Manager in managing the district's real estate and insurance programs.
8. Assist the Business Manager in the Administration of a budget control system for the district.
9. Acts as advisor to the Business Manager on all questions relating to the business and financial affairs of the district.
10. Cooperates with the Business Manager in arranging for the internal auditing of school accounts.
11. Cooperates in interpreting the financial concerns of the district to the community.
12. Prepares in cooperation with the Business Manager a monthly report on the district's fiscal status.
13. Renders in cooperation with the Business Manager a full annual report at the end of each fiscal year.
14. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent/Business Manager.
15. Serves in the capacity as designated by K.S.A 72-1136.
16. Acts as a backup for other Central Office positions as needed.
17. Generates tax-exempt certificates for school and district use, and acquiring project tax-exempt certificates.
18. Ability to work with others or independently without supervision.
19. Maintains confidentiality of classroom, student and employee information.
20. Must maintain a valid Kansas driver's license.
21. Follows the building dress code while being a good role model for students.
22. Performs other duties as assigned by the Superintendent and/or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any

ACCOUNTS MANAGER / BUSINESS MANAGER ASSISTANT

essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCI - Evaluation of All Classified Personnel*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement. Read sentences for description.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.