

Business Office Manager

QUALIFICATIONS:

Applicant must have the ability to maintain confidentiality. Applicant must also have a broad general knowledge of office procedures, administrative functions, and experience in accounting functions and payroll. Applicant must have ability to assume responsibility without direct supervision. Must demonstrate above average clerical skills/abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, Internet, MS Office, MS Access, MS Excel Spreadsheet.

REPORTS TO:

Direct Supervisor: Business Manager

JOB GOAL:

- Smooth, efficient and accurate operation of the of the business office for a maximum positive impact on the school district

PERFORMANCE RESPONSIBILITIES:

- Receives direction from Business Manager regarding duties as Board Treasurer including monthly Treasurer's and Investment reports and provides reports of monthly vendor payments and payroll totals
- Serves as the District's Authorized Agent for IMRF
- Assists Business Manager in supervision of business office and copy service staff
- Monitors personal and vacation days of office personnel so as not to conflict with normal operations of the business office
- Maintains attendance records of Business Office staff
- Assists the Business Manager in the development and maintenance of accounting records, the preparation of financial reports, and the development of the Annual Budget
- Assists the Director of Human Resources as needed
- Prepares payroll contracts for all employees annually
- Supervises the continued development and maintenance of a system for payroll and payroll record keeping
- Supervises the accounts payable and cash receipts procedures

- Maintains and updates all employee and financial software and data
- Supervises the proper maintenance of the general filing system
- Maintains records for tax-sheltered annuities and Flexible Benefit Plan
- Maintains insurance records for all employees. Serves as insurance reference for information concerning policies and procedures. Serves as a member of the District's Insurance Committee
- Maintains workers' compensation records, TRS and IMRF records and file necessary reports
- Maintains and files federal, state, and local reports as necessary
- Prepares and distributes employee W-2s
- Computes and distributes statements on personal and sick leave status for all employees
- Participates in the annual audit of the District and makes available all reports and materials needed
- Provides assistance to school administrators with budget issues and other information as necessary
- Coordinates secretarial in-service each August providing new information and updates
- Conducts in-take meetings for new employees and exit interviews with employees leaving the district
- Reconciles all of the District's bank accounts and investment accounts
- Assists in the research and management of information required for the collective bargaining policies and processes
- Assist in the preparation and dissemination of the district collective bargaining proposals and employment contracts
- Assist in the management of confidential employee records and related information

TERMS OF EMPLOYMENT:

Work Day:

Standard Work Day – 7.5 hours

Work Year:

240 Days

Three weeks paid vacation

Bargaining Unit:

Non-Bargaining Position

Salary and Benefits:

Salary and benefits to be established by the Board

EVALUATION:

Per district procedures for non-bargaining employees