

WILEY SCHOOL DISTRICT RE-13JT

Job Description for the position of: **ASSISTANT BUSINESS MANAGER/HUMAN RESOURCES MANAGER**

Definition: The performance of the duties of **ASSISTANT BUSINESS MANAGER/ HUMAN RESOURCES MANAGER** is vital to insure the financial stability and performance of the School District.

Reporting

Hierarchy: Reports directly to the Superintendent, reports to the Board of Education.

Goals:

To assist the Superintendent in the development, administration and evaluation of the business services program(s) of the district.
To administer the business affairs of the district in such manner as to provide the best possible educational services with the financial resources available.
To provide financial assistance and support to all departments and clubs and organizations that support educational services and opportunities.

DUTIES AND RESPONSIBILITIES

ASSISTANT BUSINESS MANAGER: (57%)

Daily 35%- Service as the primary back-up and support for the Business Manager. Completes all operations of accounts payable and accounts receivable. Handles all ordering for employees and departments. Monitors email/mail for daily vendor information, requests, and invoices. Understands the district budget and can effectively utilize the district's financial application to see fund balances, fund transactions, pull reports, etc. Understands the payroll system and serves as the backup to run payroll as needed.

Monthly 3%- Assists with the collection and safekeeping of district financial and personnel information. Retains records and ensures proper disposal of records in accordance with IRS and state records-keeping requirements.

Weekly 5%- Preparing and counting concession and/or ticket cash boxes

Daily 1%- Receive, sort and distribute mail, including receiving returned mail, making address corrections and remailing items.

Monthly 10%- Serves as the Board of Education Secretary. Organizes and prepares the Board of Education meeting agendas, minutes, and Board packets. Posts all required Board information to the district website. Attends all Board of Education meetings, takes minutes., records Board voting, and ensures minutes and documents are signed. Serves as the point person for Board Elections- submits notifications for Board vacancies for elections, updates the required paperwork with the Local Elections office.

Monthly 1%- Updates the district website with any information items and updates as needed.

Yearly 3%- Assist with the internal auditing of school accounts including report preparation. Assists with collecting and preparing information to the external auditors as requested including copies, invoices, and is available to the auditor for questions.

HUMAN RESOURCES MANAGER: (43%)

Monthly 10%- Coordinate and/or assist with the hiring process, personnel data and files through the use of district systems. Process requests for personnel by creating and updating postings on the district website. Organize and screen applications, verify applicant eligibility, conduct reference calls, process background checks and fingerprinting, and prepare and submit final hiring information to Superintendent for approval. Manage the proper storage and disposal of district personnel information per federal and state guidelines.

Weekly 13%- Maintain and update all personnel changes, including FTE changes, resignations, terminations, leaves of absence, transfers and retirements. Responsible for review, approval and verification of reported time in district time and labor system. Prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay. Responsible for data input and reports extraction, through use of district systems, including extra-duty pay, absences, preparing for payroll and HR documents.

Weekly-10%- Inputs all employee data into Payroll system, tracks absences, vacation and temporary time, Sick leave Bank, salary spreadsheets for Classified (hourly) and Licensed personnel contracts and agreements, produces all renewal contracts for the Superintendent and Board of Education, prepare coaching and extra-duty agreements.

Daily 5%- Completes all Data Pipeline reports for the school. Serves as the District Local Area Manager (LAM) Compile, analyze, synthesize and verify information for the preparation of state, district and school reports through the use of district and State systems

Weekly 5%- Assists the Business manager in managing the district's insurance programs including, workers compensation, staff health insurance enrollment, staff cafeteria insurance plans, property and liability insurance, and unemployment. Assists with related reporting, communication, and updates.

2%- Other duties as assigned.

Equipment

Requirements: Must be able to properly use and operate the following equipment:

- Computers, copiers, scanners, adding machines, calculators, telephones and other office equipment.
- Moving dollies, postage machines, etc.

Physical

Requirements: Must be able to perform the following actions (some repetitive) for extended periods of time, using proper techniques:

- Stand for extended periods of time, stoop, sit for extended periods of time, kneel, bend at the waist, squat, reach, lift up to 50 lbs., push, pull, drag, climb ladders up to 6' tall, grab, grasp, twist, work with arms above head, walk; uses eyes/vision to be able to see detailed work in large and small and well-lit and in dimly lit areas and drive vehicles; hearing to be able to take instruction and listen for equipment failures/trouble, sirens, etc.; talking to be able to communicate emergencies, situations or problems to supervisor or appropriate authorities.

Professional

Standards:

It is imperative as representatives of the school district that all persons employed in this position display at all times acceptable, professional and ethical standards. The expectations are, but may not be limited to the following:

- Confidentiality in all aspects of the job
- Respectful and courteous interpersonal skills
- Cooperation and positive attitude
- Reliability and punctuality
- Timeliness of work
- Attention to detail
- Ability to manage multiple tasks with frequent interruptions
- Pride in workmanship and school

Educational

Requirements: Bachelor Degree in Business Administration and/or Human Resources with emphasis in Accounting preferred. Three years accounting experience in government finance in lieu of completion of educational requirement will be considered. Any combination of education and direct accounting experience may be considered.

Position

Qualifications: Strong oral and written communication skills needed.

Must be proficient using Word, Excel, Accounting software packages, Gmail/Google Suite and Internet.

Ability to establish and maintain a positive and cooperative relationship with staff, students, parents and community.

Knowledge of governmental accounting procedures and school budgeting procedures preferred.

Knowledge of school financial reporting preferred.

Knowledge of real estate, property and employee insurance practices preferred.

Ability to understand and follow a work and time schedules.

Extremely strong organizational skills required.

Terms of

Employment:

This is an exempt employee contract position. Employees are paid on the 15th day of the month following the month, they worked. Rate of salary is determined by the Board of Directors per School District Policy. Benefits are as per School District Policy. Benefits are as per School District Policy.

Evaluations:

Performance evaluations occur annually but are not limited to an annual review. Please see Superintendent for Policies and for more information.