

Oelrichs School District 23-3

Job Description

Position: Business Manager Assistant

Qualifications:

- Graduate from High School or equivalent.
- Minimum 2 years' experience in payroll and/or accounting procedures. Experience in school finance is desirable to include knowledge of school accounting software.
- Must possess effective human relations skills.
- Ability to organize, prioritize and to meet deadlines.
- Must be able to multi-task
- Must have ability to work with District's accounting system and word processing and spreadsheet programs.

Reports to: Business Manager

Performance Responsibilities:

- Will prepare Board minutes and other official school business as directed by supervisor to include dissemination to appropriate media outlets;
- Will assist in the preparation of monthly financial reports and other fiscal reports as directed by the Business Manager;
- Will assist in the preparation of District payroll to include calculating timesheets, monitoring deductions for withholdings, and ensuring all federal and state reporting requirements and deposits are done on a timely basis;
- Will assist in the tracking and documentation of all personal leave in accordance with District policy;
- Will prepare purchase orders and travel vouchers;
- Will assist in the preparation of monthly financials and expenditures;
- Will assist in the monitoring of the District's insurance programs to include asset inventories;
- Will maintain a filing system in according with established accounting protocols;
- Other Duties as assigned.

Terms of Employment: Salary and work year will be established by the Oelrichs School District 23-3 School Board.

Evaluation: The Business Manager and/or CEO/Superintendent will evaluate the performance of this job, in accordance with the provisions of the Board's policy of Evaluation of Classified Personnel.

Criminal Background Check: All employees in contact with children must submit to and pass the required criminal background check and drug test.

Other: Must have the ability to travel to all required State and local meetings.