



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

### **Business Office Support Specialist I**

### **Job Summary:**

The Business Office Support Specialist I performs various accounting procedures for the Genesee Intermediate School District (GISD) and constituent districts. May be responsible for preparing payroll, accounts receivable, general ledger, trust and agency accounts, grant monitoring, compliance calculations, Medicaid reporting, USF and finance procedures, as well as preparing financial reports. May be responsible for preparing deposits, reconciling accounts, check reconciliations, designing report writers and developing spreadsheets.

### **Essential Duties (May include, but not limited to):**

1. Maintains a specific area of operation (payroll, accounts receivable, finance, general ledger, etc.), as assigned by the immediate supervisor.
2. Maintains a working knowledge of all accounting areas of operation within the Business Services department.
3. Balances various accounting procedures.
4. Utilizes Microsoft Excel and SchoolsOPEN software to enter and receive information such as financial and/or personnel data.
5. Designs and develops computerized reports, spreadsheets and presentations.
6. Develops and distributes complex financial reports.
7. Verifies financial information for accuracy.
8. Processes and enacts bank transactions.
9. Assists constituent district personnel with the preparation of payroll data, financial data and statistical reports, as requested by the supervisor.
10. Works as a team member to analyze and solve complex accounting transactions.
11. Assists constituent school district staff in the analysis of accounting, payroll and finance procedures through the user group relationships.
12. Works with constituent district personnel, central office staff, superintendents and administrators to provide assistance for the accurate completion of reports that relate to the service area.
13. Serves in an active role in SchoolsOPEN user groups.
14. Provides business/management technical assistance to the local districts.

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#### **Essential Duties (Continued):**

15. Develops and maintains written documentation on processes and procedures to include staff development training for GISD and constituent district staff members.
16. Responsible for the preparation of budgets.
17. Consistently models Win-Win Leadership.

#### **Other Duties:**

1. Assists in preparation of special projects.
2. Composes and prepares correspondence.
3. Performs other duties as assigned.

#### **Qualifications:**

##### **Education:**

Associate's degree in accounting, business management or related business field. Bachelor's degree in accounting or business management preferred. Five or more years of documented successful school accounting experience may be considered in lieu of the education requirement. Coursework in advanced accounting, economics, finance, math and statistics preferred.

##### **Experience:**

Two years documented work experience in accounting preferred. Experience with SchoolsOPEN software desirable.

##### **Skills/Other:**

Required to pass proficiency testing in business math, numerical data entry, Microsoft Word and Excel at the intermediate skill level. Ability to create PowerPoint presentations preferred. Ability to utilize district technology, and works to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve complex problems, manage multiple tasks, demonstrate effective time management skills, meet deadlines and produce accurate work. Ability to relate effectively with others through oral and written communication. Strong teamwork, interpersonal communication and problem-solving skills. Punctuality and good attendance are requirements for the position. Ability to work a flexible work day, work week and work year. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Demonstrate honesty, integrity, and professionalism at all times. Ability to maintain a poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines. Thorough knowledge of accounting principles. Ability to develop spreadsheets. Ability to work with an integrated accounting system with the specific understanding of the effects on transactions and their impact on the financial records.

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