**ASSISTANT BUSINESS MANAGER**

**REPORTS TO:** Business Manager

**SUPERVISES:** Business office classified personnel

**WORKS WITH:** Business office administrators, other business office staff, certified and classified staff

**QUALIFICATIONS:** Bachelor’s Degree with emphasis in accounting; experience preferred; strong interpersonal relationship skills, high degree of organization skills

**TERMS OF EMPLOYMENT/HOURS OF DUTY:** 12-month contract; 8:00 a.m. to 5:00 p.m.

**JOB SUMMARY:** Assist the business manager in maintaining the accounting system; managing the day-to-day operation of the district in accordance with accepted accounting procedures, including state and federal guidelines

**PERFORMANCE RESPONSIBILTIES:**

1. Implements, coordinates, and supervises the district’s accounting systems and data processing system necessary to meet required financial, budgetary, and fixed asset management; generate necessary information for computerized payroll system
2. Maintains the school lunch fund in accordance and compliance with Child and Adult Nutrition regulations
3. Maintains the accounting for food service/bookstore and area concession funds on an enterprise basis in accordance with state requirements and provides reports of this service as requested
4. Maintains the accounting system for the financial aids program in accordance with federal accounting standards
5. Supervises all disbursements, records all loan payments and calculates payments for local match of various programs
6. Works, as necessary, with financial aids director in coordinating the financial program
7. Administers the payroll withholding account
8. Serves as liaison to the district’s insurance committee and oversees the district’s group insurance program
9. Supervises the issuance of receipts and disbursements of the Trust and Agency fund (clubs and scholarships)

**PHYSICAL DEMANDS:**

**ENVIRONMENTAL DEMANDS:**

**EVALUATION:** Performance of this job will be determined in accordance with provisions of the evaluation policy and procedures of the board of education.

**BOARD RELATIONS:** Provides information to board members upon request and attends all board meetings as requested by the superintendent or his designee.

**PUBLIC RELATIONS:** Presents a pro-active and positive image of the school, students, and staff and fosters the district mission of *enabling all students to succeed in an ever-changing world.*