

Elysian Elementary School Job Description

Business Manager / District Clerk

REPORTS TO: Building Administrator & Board of Trustees

CLOSING DATE: Open until filled

WAGE: DOE – \$55,000 – \$62,000 and benefit package

ESSENTIAL FUNCTIONS:

- Attend all meetings of the Board of Trustees, unless excused by the chairperson or the building administrator.
- Responsible for taking and maintaining accurate minutes of meetings of the Board of Trustees.
- Acts as custodian of all records and documents of the District, including but not limited to personnel files, student records, financial records, property records and minutes.
- Responsible for keeping accurate and detailed accounts of all receipts and disbursements.
- Responsible for drawing and countersigning all warrants for expenditures.
- Responsible for preparation of all notices for School Board meetings and elections.
- Responsible for preparing and submitting financial reports to the Administrator and the Board as requested.
- Responsible for preparation of Board packets.
- Processes all authorized invoices.
- Maintains records of paid/unpaid invoices and purchase orders.
- Assists in budget preparation and with audits and negotiations.
- Processes and maintains payroll data for all School District employees and prepares payroll checks for distribution.
- Responsible for employment forms, including but not limited to retirement, IRS and W-2's.
- Responsible for communicating with governmental agencies, labor organizations, TRS and PERS to provide information.
- Responsible for assigning and inventory of building keys.
- Maintain cooperative-working relationships with those contacted in the course of work.
- Insurance setup
- MAEFAIRS/TOES/Infinite Campus Employee state reporting
- Assists in E-Rate collecting, reporting and maintaining for District
- Food Service and Wellness OPI Forms and Claims
- Creates a positive learning environment, which promotes appropriate behavior and successful learning.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- High School Diploma / Associates in Finance or work related field experience in Finance and or Bookkeeping

- School Finance background preferred
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment, including copier, computer, accounting software, etc.
- Able to communicate effectively with students, public and staff.
- Able to compile and maintain accurate and complete records and reports.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Computer, calculator, copier, District accounting system, telephone/voice mail and fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at the neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 lbs.

MENTAL / MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

Visit www.elysianschool.org for application or contact Elysian School Superintendent Luke Shelton at 406-656-4101 ext. 4