

SCHOOL BUSINESS ASSISTANT

GENERAL RESPONSIBILITIES

Serve as a resource to all secondary school bookkeepers and elementary office managers as it relates to the bookkeeping process for the VBCPS. This includes training, troubleshooting, and problem solving for all schools using the Manatee bookkeeping software and the monthly review of school financial statements and assisting in identification and resolution of problems.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Train new bookkeepers on the school Activity Accounting Software and about school business responsibilities, procedures and policies.
- Assist a school in training a substitute for vacated bookkeeper's job or long-term absence.
- Serve as the help desk on school activity accounting software, policies and procedures.
- Assist the new School Principal in establishing the accounts on the school activity accounting software package, opening a school bank account, training the new Elementary Office Manager or Secondary bookkeeper, and other school business responsibilities relating to the opening of a new school.
- Assist in the preparation and updating of the school business procedures and guidelines manual.
- Assist in the quarterly Bookkeepers meetings and monthly Manatee meetings.
- Review all monthly school financial statements (e.g., bank reconciliation, activity account ledger, account transfers) and research and assist in possible problem areas (e.g. activity account deficit, improper account transfers).
- Assist in the financial administration of the school allocation (direct allotment and draw accounts)
- Assist and train with processing Purchase Requisitions.
- Assist the school in the proper financial accounting for non-governmental grants.
- Train school personnel relating to the Financial Management/Accounting System.
- Monitor school chart of accounts and generate a new account upon proper authorization.
- Assist in the training of school personnel relating to the Human Resource/payroll System.
- Assist in the formulation of school business policies and guidelines Assist in the preparation of school financial reports.
- Design and train bookkeepers to use the new Business Services Forms.

- Design spreadsheet and merge schools information for yearly reports to City for Unclaimed Properties and Outstanding Obligations.
- Update schools Outstanding Obligation status on the City Treasurer's program.
- Check and merge schools vender information on W9/1099 for yearly IRS report.
- Verify, sort and file various financial related reports.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of business policies and procedures to resolve issues and make independent decisions; comprehensive knowledge of office terminology, procedures and equipment, including the operation of computers and associated financial management, spreadsheet, database and word processing software; ability to communicate effectively with good oral and written skills.

EDUCATION AND EXPERIENCE

Associate's Degree in Business Administration. Certified Educational Secretary or Professional Standards Program Certification preferred. Considerable experience (including proficiency in Word, Excel, and the Manatee bookkeeping system) as a Secondary Bookkeeper and/or Elementary Office Manager/Bookkeeper.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

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| FLSA status: Non-exempt | Description: Rev. 6/00 |
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