

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: CLASSIFIED/SUPPORT

TITLE JOB DESCRIPTION-
ASSISTANT TO BUSINESS
MANAGER

ADOPTED: JANUARY 19, 2015

REVISED: October 15, 2018

504.2A JOB DESCRIPTION – ASSISTANT TO THE BUSINESS MANAGER

Athletic Account

1. Expenditure sheet
2. Pay all referees and umpires.
3. Collaborate with Athletic Director schedule.

Accounts Payable (Bills)

1. Check invoices to see that they are properly added.
2. Code all bills to proper accounts.
3. Prepare invoice vouchers for all accounts payable and print check(s).
4. Prepare statement (accounts payable) for Board approval (vendor name, amount of invoice, account code and description.)
5. After bills are approved by the Board, prepare checks for all bills.
6. Copy all checks and attach to invoices.
7. Send checks and copy of invoice to vendors.
8. Post accounts payable to the general the general ledger sheets and cash card.
9. Break down all accounts payable into proper categories (elementary, secondary, special ed., etc.)

Prepare and manage Purchase Orders

Accounts Receivables

1. Enter all receivables into ProSoft as funds are received.
2. Prepare and ensure deposits arrive at bank safely, or are given to BM for deposit.
3. Post to school revenue ledger sheets as money is received.

Health Insurance

1. Enroll new employees, make changes and terminate employees on Blue Cross/Blue Shield.

Bids for Supplies and Equipment

1. Prepare all bids to be sent to all interested persons or companies.
2. Type of bids-coal, janitorial supplies, paint (summer maintenance).
3. Advertise in newspaper.
4. After bids are received and opened by Board, communicate to appropriate district individuals as to the status of the bids.
5. Supervise the sending of letters to those companies or persons that were awarded the bids and also to all companies or persons that had submitted a bid thanking them for their interest.

Grants

1. Prepare all Purchase orders.
2. Pay invoices due from grant monies.
3. Enter all invoice information into ProSoft grant accounts.
4. Prepare all checks for federal program coordinator.

General Office Duties

1. Answer telephone.
2. Open and distribute mail and e-mail.
3. Daily file maintenance for Business Office.
4. Attend meetings as designated.
5. Distribute paychecks to employees bi-weekly.
6. Other duties assigned by Business Administrator and or Superintendent within the context of this job description.

Earned Income Taxes

1. Correspond with Capital Tax Collection Bureau regarding taxpayer information.
2. Receive and balance monthly taxpayer reports from CTCB.

Audit Reports

1. Health care monthly audit report per professional and non-professional employees.

Teacher Supply Orders

1. Email staff to let them know when orders are due to the business office.
2. Approve Staples orders online.
3. Prepare all purchase orders for teachers' supplies.
4. Call/Fax/Online ordering of supplies.
5. Compare PO's to packing slip when order arrives.
6. Enter into ProSoft all items received against the PO.
7. Pay invoice accordingly.

Board Secretary

1. Supply CPA with material from Board meeting (minutes, tax information, etc.).
2. Type minutes, agenda, memos, etc. for meetings.
3. Copy all bills to be approved by the Board.
4. Notify members regarding meetings, etc.
5. Assemble and distribute all material for meetings.
6. Prepare conference room for meetings.
7. When necessary, make telephone calls to Board meetings.
8. Type and post notices on door regarding special meetings, etc.
9. Maintain official minute book.
10. Forward material from Board meeting for the members via mail.
11. Properly advertise the yearly schedule of Board meeting dates.
12. Properly advertise information concerning special meetings.
13. Perform such other duties pertaining to the business of the District as may be required by the Board of School Directors and the Superintendent.