

Assistant Business Manager

The Assistant Business Manager, under the direction of the Chief Financial Officer, is expected to perform his or her duties in such a manner as to insure an efficient and economic utilization of the financial resources of the Benton School District.

Specific Responsibilities

1. Follow all rules, policies, and procedures of the district, along with state and federal regulations pertaining to school finance issues.
2. Assist the Chief Financial Officer in the supervision of the day-to-day operations and processes of the Business Office.
3. Assist the Chief Financial Officer with preparation of periodic accounting and financial reports as necessary for internal and external constituents.
4. Assist in compiling data from a wide variety of sources for the purpose of analyzing issues and costs, ensuring compliance with various policies and procedures, and/or monitoring programs.
5. Provide information and serve as a resource to other accounting staff and district administrators as directed by the Chief Financial Officer.
6. Maintain records reflecting payroll taxes and state retirement reconciliation data.
7. Assist with establishing accounting and internal office control procedures.
8. Assist with preparation of annual general operating budget.
9. Administer district health, dental, and other employee benefit plans.
10. Assist in preparing for the annual audit of the district.
11. Prepare and maintain monthly Use Tax report.
12. Prepare and maintain W-2 data and files.
13. Assist in the supervision of general accounting duties and functions.
14. Assist and provide financial training for schools and the Business Department.
15. Oversee the Accounts Payable process to include vendor file maintenance and 1099 processing and maintenance, process warrants for select budgets and accounts, and provide customer service.
16. Assist with payroll reconciliations and process.
17. Provide leadership and direction for the assigned areas of responsibility.
18. Provide support and assistance to the accounting staff.
19. Work under limited supervision following standardized practices and/or methods.
20. Perform other duties as assigned.

2/12/15