

**Dunham School District**  
**Assistant Business Manager**  
**A Confidential Position**  
**Job Description**

**Position Summary:**

Under the general direction and supervision of the Principal/Superintendent, the Assistant Business Manager performs a variety of office, accounting, payroll, and human resources duties, as well as other tasks assigned by the Principal/Superintendent. This person is responsible for the smooth operation of the school district-level office tasks.

**Responsibilities:**

**ACCOUNTS PAYABLE**

- Place supply orders and district purchases; prepare purchase orders.
- Verify and process invoices for payment; assign accounting codes and audit expenses with current budget; process warrants through the County Office of Education's finance system; distribute payments.
- Maintain tracking reports for programs such as daycare, cafeteria, donations, and grant programs.
- Maintain fixed assets and inventory records.
- Maintain school clearing accounts.
- Maintain all accounts payable records in accordance with audit guidelines.

**ACCOUNTS RECEIVABLE**

- Deposit receipts to proper revenue accounts through the SCOE's finance system and district clearing accounts.
- Coordinate with teachers and parents regarding fundraising activities and procedures.
- Prepare invoices and monitor payments.
- Maintain all accounts receivable records in accordance with audit guidelines.

**HUMAN RESOURCES**

- Place employment ads and update job descriptions. Compile new employee packets. Oversee employment-related paperwork in the hiring process; benefit plans, tax withholdings, POPP, STRS/PERS, TB tests, fingerprinting, and mandated trainings.
- Disseminate Mandatory Notices and Open Enrollment Notices.
- Prepare employment letters and contracts.
- Monitor compliance with respect to TB screenings, Mandated Reporter, Federal and State Nutrition Department, etc.
- Maintain seniority list for Certificated and Classified Employees.
- Maintain personnel files/confidential files.
- Process all Workers' Compensation claims.

**PAYROLL**

- Perform advanced accounting functions with primary responsibility for coordination and control of payroll and payroll procedures. Maintain earning records in compliance with federal, state, and local reporting requirements. Prepare financial reports in connection with payroll, as requested.
- Manage employee retirement system reporting, tax sheltered annuities, and health care benefit contributions.
- Set up all payroll forms and records, annual contracts, pay notices, and payroll deductions.
- Handles all aspects of employee benefits, including health/dental insurance programs, rates, eligibility, enrollment, coverage changes, voluntary deductions, etc.
- Maintain accurate records of personnel accrual and use of sick leave, compensatory time, vacation, etc.
- Responsible for W-2 and Unemployment Tax Reporting.

**FINANCIALS**

- Compile and prepare data for Annual Audit. Be available to assist auditor with any questions.
- Assist the Business Manager with the preparation of the annual budget, interim reports, journal entries, budget updates, etc. Provide accurate data and projections. Coordinate regarding Year-End Closing responsibilities.

- Prepare reports and performs special studies, as requested by the Principal/ Superintendent and Business Manager.
- Prepare various State, Federal, and Local agency reports: Unemployment, J-90, CalPERS, CalSTRS, and Workers' Comp, when requested.
- CALPADS reporting.
- Assist Principal/Superintendent with employee negotiations including salary comparisons and projected costs.
- Prepare contracts for services, at the direction of the Principal/Superintendent.
- Respond to Public Records Act requests for information
- Stay current with legislation and ensure compliance related to school finance and business services

#### **GENERAL OFFICE**

- Perform a wide range of secretarial/clerical duties including independently answering routine correspondence, preparing correspondence and necessary materials, maintaining calendars and schedules, and maintain current files and records.
- Assist in the flow of services, communications, and processes in the school office
- Maintain a high level of professionalism and maintain confidentiality in all school and district matters, personnel, and student issues. Consistently maintain a gracious, knowledgeable, and helpful relationship with staff, parents, students, and visitors. Excellent customer service is a must.
- Assists secretary with phones, parent correspondence, visitors, student needs, etc. if needed.

#### **OTHER RESPONSIBILITIES**

- Maintain adequate knowledge of Ed. Code, Board Policy, and School District policies to perform duties
- Prepare District and School Reports; including, but not limited to, Attendance Reports-P1, P2 and Annual, Mandated Cost Claims, Monthly and Annual Water and Well Reports, Annual National School Lunch Program Meal Reimbursement Report
- Prepare agendas and board packets for Board of Trustees meetings, compiling and formatting content from the Principal/Superintendent. Attend and prepare minutes from the board meetings.
- Assist with facility repairs and maintenance decisions, as needed.

#### **ABILITY TO**

- Perform responsible and technical accounting and fiscal record management and reporting functions.
- Effectively review, monitor, audit and verify financial statements and related summaries and reports.
- Understand and carry out oral and written directions and work with minimal supervision.

#### **KNOWLEDGE OF**

- Pertinent school and district rules, regulations, laws, and policies governing the School and District. Ability to make good decisions in accordance with District policy, as needed.
- Good oral and written communication skills. Correct English usage, spelling, grammar, and punctuation. Business letter writing skills.
- Ability to operate a computer and learn new programs, utilize modern school office methods, procedures, and equipment.
- Understand the needs of children from a developmental standpoint.
- Record keeping principles and procedures
- Ability to complete tasks despite multiple and frequent interruptions and a willingness to solve problems; to use common sense and "figure it out".
- Bilingual / Spanish desired.

#### **Qualifications & Requirements**

- Completion of high school. Some college level accounting units desired.
- Three years of responsible financial record reporting and management in a school office and/or payroll/HR/school business knowledge preferred