
Position Title: Business Assistant
Department: West Salem School District Office
Reports To: Finance Director
Approved By: Board of Education Date: March 22, 2010

I. Summary

To assist the Finance Director with accounting and business-related activities. Coordinate substitute and staff absence database system. Oversee maintenance of student membership and census count systems for budget purposes.

II. Essential Duties and Responsibilities

- A. Oversee AESOP system for maintenance of district substitutes and staff absences. Coordinate data for payroll system utilization.
- B. Maintain purchase requisition and purchase order systems.
- C. Provide assistance, remain current and complete cross training to support Human Resources/Payroll Manager.
- D. Coordinate billings to retirees for benefits.
- E. Input and process invoices in the financial database while verifying coding is correct according to WUFAR and DPI requirements. Notify administration of potential budget overspending.
- F. Oversee vendor maintenance systems including obtaining completed W-9 forms and certificates on liability insurance when necessary. Supply vendors with tax exemption information when applicable.
- G. Research vendor problems and answer questions regarding payment.
- H. Maintain district credit card and charge accounts.
- I. Post cleared checks and electronic transfer of funds in financial database and reconcile bank account schedules each month to bank statements on a timely basis.
- J. Invoice the rental of school district property and use of Food Service program services.
- K. Serve as District petty cash custodian.
- L. Prepare bank deposits and enter accounts receivable transactions in financial database throughout the month.
- M. Prepare miscellaneous reports on an ongoing basis or as needed.

- N. Provide assistance during the district audit and be able to explain transactions to the auditor.
- O. Complete various reports as required by the Department of Public Instruction.
- P. Issue student work permits as needed.
- Q. Maintain activity accounts: process purchase orders, cash receipts and balance accounts monthly.
- R. Cooperate with the public and school employees in a courteous and professional manner.
- S. Is knowledgeable and implements and carries out the West Salem School Board policies.
- T. Perform all other duties as the Finance Director, Superintendent or Board may determine.

III. Supervisory Responsibilities

None

IV. Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

Minimum of high school diploma with associate degree in business or accounting preferred. Combination of experience and post high school coursework in business and accounting acceptable.

B. Certificates, Licenses, Registrations

CPR, AED, First Aid and Driver's license.

C. Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills

Ability to read charts, graphs and computer sums.

E. Reasoning Ability

1. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.

2. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands

1. The physical demands described here 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

REVISED: August 13, 2012