

**KARNS CITY AREA SCHOOL DISTRICT
JOB DESCRIPTION
Assistant Business Manager**



IMMEDIATE SUPERVISOR Director of Business Affairs

GENERAL DUTIES

The Assistant Business Manager aids the Director of Business Affairs in planning, organizing, and directing business functions to assure the financial well-being of the District. The Assistant Business Manager oversees accounts receivables, benefits, human resources, child accounting (PIMS) and financial accounting, creating a collaborative team environment to efficiently and effectively provide business services necessary to support the District's mission and goals. The Assistant Business Manager is responsible for communicating and collaborating with District staff regarding benefits, assisting the Director of Business Affairs for the monthly board report, and overseeing daily business operations within the District Office. Work is performed with minimal supervision; the Assistant Business Manager is expected to exercise judgment mindful of District policy and procedures.

ESSENTIAL REQUIREMENTS

- A. Possession of an undergraduate degree in Business Administration, Finance, or a related field and at least three years professional experience
- B. All required clearances as per current law
- C. Four years supervisory experience
- D. Experience in administering benefits
- E. Ability to communicate efficiently and effectively, with credibility and confidence, in written and oral media
- F. Self-motivated and resource savvy, with the ability to take a project from start to finish and delegate tasks as necessary
- G. Demonstrates accuracy and attention to detail
- H. Detailed knowledge of computer systems and Microsoft Office software
- I. Experience with computerized accounting systems
- J. Experience creating financial reports using spreadsheets
- K. Ability to work in a diverse team environment; skilled at positive conflict resolution
- L. Ability to effectively work and communicate with parents and school personnel from diverse cultures or backgrounds
- M. Maintain integrity of confidential information relating to students, staff, or district patrons
- N. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Assist the Director of Business Affairs with day-to-day operations
- B. Maintains continuity between budget document and financial software
- C. Submit Financial Reports for the monthly Board Meetings

- D. Manage current and retired employee benefits
- E. Communicate with a variety of District personnel about benefits
- F. Provide support to and communicate with District personnel regarding financial requirements, budget, and other miscellaneous business service related issues
- G. Manage District cash accounts ensuring proper resources are available
- H. Serve as system administrator for a variety of business service related applications
- I. Respond to questions from District personnel, auditors, and community partners regarding business service policies and procedures
- J. Maintain and implement business services policies and procedures in accordance with District goals and Board policies
- K. Enter Journal Entries and Deposits into financial software
- L. Administrate the disbursements of scholarships
- M. Possess a working knowledge of Payroll, Accounts Payables, and Accounts Receivables
- N. Perform monthly bank reconciliations on all bank accounts
- O. Apply security clearances to employees using the financial software
- P. Manage Cyber and Charter School payments while monitoring students that are enrolled in Cyber and Charter Schools
- Q. Act as district Pennsylvania Information Management System (PIMS) Administrator responsible for all data preparation, validation, extraction, and timely submission
- R. Monitor business services processes and collaborative efforts within departments to maintain balance and efficiency
- S. Cultivate and model a respectful working and learning environment
- T. Other duties as assigned

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing		X			
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 40 lbs.		X			
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Records, files, equipment, furniture and supplies

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons
- G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
- H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
- I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
- J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

Employee Name (print)

Date

Employee Signature

Date