

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Business Manager Assistant

JOB SUMMARY: Supports the Director of Finance in properly accounting for the district's student enrollment and funds.

REPORTS TO: Director of Finance and Operations

LOCATION: District Office

MAJOR JOB DUTIES:

- Works to accomplish the district mission and focus on achieving the district goals while promoting a positive image of the Foley Public Schools and Community Education programs internally and externally.
- Serves as MARSS coordinator – collects the data, manages database, and maintains all state mandated reporting information through the MARSS system. Stays current with changes in the MARSS student reporting system. This includes open enrollment, and special education tuition billing after each MARSS run.
- Facilitates district's purchasing program. Approves expenditures within budgetary guidelines. Approve requisitions on a daily basis as they come through SMARTFinance. Check and code all requests for district checks that need to be paid. Review checks for accuracy and mail out.
- Determines appropriate coding for revenues and expenditures to meet guidelines of school financial reporting with UFARS compliance. Builds UFARS codes in SMARTFinance as needed to comply with regulations. Reviews chart of accounts.
- Assists in the preparation of district year end audit worksheets.
- Cross trained in payroll system. Helps with coding to assist the Director of Finance with preparing payroll information for budgeting purposes. Codes substitute payroll slips each pay period. Enters teacher leave each payroll so that this is up to date at all times. Tracks custodial and food service uniform allowance on spreadsheet and okay before sending to payroll to be entered. Enters new employees into SMARTHRR, subs & casual employees only.
- Enters account receivables that come into the district. This includes entering general fund, MSDLAF month end, and student activity receipts.
- Tuition billing for School Readiness and ECFE each month. Make monthly collection calls to past due accounts and set up a payment plan option. This includes cleaning up past tuition bills that have not been taken care of.
- Monthly food service journal entries. Goes into CLICS every month and itemizes out each cash transaction that the district receives from the state department. Keys the food service journal entry and gives to Director of Finance for approval before filing away.
- Serves on various committees: Health & Safety, Insurance, etc.

- Works on projects with the Director of Finance, including special education.
- Performs other duties as assigned.

Qualifications including Education/Skills/Training Required:

- Minimum of 2 year accounting degree
- Knowledge of Uniform Financial Accounting Records System (UFARS)
- Working knowledge of the MN Automated Student Reporting System (MARSS)
- Experience with various software programs with an emphasis in Excel
- Preference for experience with SMART Finance and SMART HR
- Preference for previous K-12 school business office experience, working with payroll, special education funding, etc.

Physical Demands of the Position:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach, push or pull with hands and arms to manipulate objects, tools or controls; climb or balance; and bend, stoop, kneel, squat or crouch. The employee must frequently lift and/or move up to 10 pounds and up to 25 pounds on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

Usual office working conditions. The noise level in the work environment is typical of most office environments. Minimum physical exertion.

Bargaining Unit: Individual Contract

Approved by Foley School Board on December 14, 2015

