



## Lewiston-Altura Public Schools, ISD #857 – Job Description

Job Title: **BUSINESS MANAGER**  
Department/Section: Support - Confidential  
State Job Match: 342  
Title of Immediate Supervisor: Superintendent of Schools

**JOB SUMMARY** -- This position provides assistance in the administration of school district business affairs by calculating, entering, and maintaining all employee payroll information, maintaining balanced and current records of district expenditures, and prepares checks for completing district expenditures.

### **Task No. and DESCRIPTION**

1. Inputs payroll data, which includes extra duty timesheets and substitute timesheets. Validates claims, codes expenditures, verifies amounts against payroll records and ensures all payments are recorded.
2. Establishes the structure of account files by specifying new codes and sub-accounts, correcting formats, and setting up parameters for monthly reports, ~~and input new vendor data.~~
3. Coordinates accounts payable including the reconciliation of purchase orders with invoices and statements.
4. Executes monthly check run and register of expenses for review by the School Board.
5. Prepares payroll withholding checks and reconciles deductions with appropriate vendors.
6. Prepares and submits various reports including: quarterly wage, DEED, social security report, Teachers Retirement Association, Public Employees Retirement Association, and STAR report.
7. Updates employee records with new salaries and special assignments.
8. Prepares, records, and interprets transactions for annual inspection by the auditor.
9. Attend Board meetings and takes minutes of proceedings.
10. Maintains the fixed assets inventory.
11. Administers health, dental, disability, and life insurance plans. Enroll employees in benefit plans.
12. Provide support in developing the expenditure budget.
13. Invoices HVED for sub-award reimbursement.
14. Payment requests from SERVS.

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15. Prepares credit applications and tax exemption certificates.
16. Sets up new employees in Smart HR.
17. Maintains employee payroll files.
18. Issues District Tax Forms including: W-2, 1099, 1095, 941, and MW-1.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

**QUALIFICATIONS:** Specific training or job experience required before appointment: Post-secondary training and experience in accounting. Good communication skills. Excellent data entry skills. Self-starter with excellent organizational skills.

Estimated length of time required for new entrant to achieve acceptable level of proficiency:  
One Year

**ORGANIZATIONAL RELATIONSHIPS:** This position reports directly to the Superintendent and works in various capacities with administrative, service, and support staff.

**TERMS/CONDITIONS OF EMPLOYMENT:** Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

**PERFORMANCE REVIEW:** Annual evaluation by Superintendent of Schools.

Updated May 14, 2007

Updated December 10, 2012

Updated May 23, 2017