



## **ASSISTANT DIRECTOR of BUSINESS SERVICES**

**Qualifications:** Fund accounting knowledge. Good communication skills. Proficient in the use of computer software including Word, Excel, Quicken, & Data Control Systems (the district financial software).

### **Performance Expectations:**

1. Maintain the General Ledger accounts ensuring that all transactions are posted correctly and all cash accounts are reconciled with the Treasurer's report on a monthly basis.
2. Maintain the Activity Fund accounts ensuring that all transactions are posted correctly and all cash accounts are reconciled on a monthly basis.
3. Obtain approval and make necessary transfers between bank accounts as necessary.
4. Maintain and administer outstanding check report.
5. Prepare district-wide deposits. Record all deposits into the district ledger (including electronic deposits) using the district financial software.
6. Reconcile all bank accounts on a monthly basis.
7. Process purchase orders and track expenditures
8. Monitor budget amounts
9. Prepare the special education Federal Grant Expenditure Reports on a quarterly basis
10. Process and code invoices for payment including general payables, P-Card transactions, and imprest check transactions.
11. Communicate with administrators, teachers, vendors, and activity groups regarding specific expenditures, procedures, etc...(e.g. transportation reimbursement for field trips)
12. Prepare documents for the district financial audits. Coordinate the audit jointly with the business manager, state auditors, and outside auditors
13. Track and record fixed assets for the district.
14. Serve as the backup for the payroll clerk.
15. Verifies classifications and salaries to the business office.
16. Maintains files and database on applicants; file management consistent with requirements of the State of Illinois.
17. Tracks personnel changes and prepares personnel report for the Board of Education.
18. Creates and maintains personnel records, monitors completion of required employment credentials.
19. Creates personnel reports, researches information for personnel and other departments.
20. Oversees process for issuance and renewal of state credentials.
21. Processes criminal background checks, pension notification information; and all other state and federal required notifications.
22. Creates personnel records on substitute teachers, maintains substitute database.
23. Maintains district communications on personnel matters.
24. Prepares and processes employment packet for all new employees; prepares contracts for teaching staff.
25. Maintains district application system.



## ASSISTANT DIRECTOR of BUSINESS SERVICES

26. Seeks substitute teaching applicants and sets up interviews.
27. Verifies staff certification; oversees compliance reviews; maintains job descriptions; evaluations; job postings; and staff lists.
28. Registers new employees in all systems including attendance, staff information, required trainings, and email.
29. Processes FMLA paperwork for employees.
30. Maintains a membership in the Illinois Association of School Personnel Administrators; attends annual conference.
31. Performs such other duties and assumes such other responsibilities as may be designated by the Director of Business Services.

**Position reports to:** Director of Business Services