

**Procedure 5900-P(6): Job Descriptions - Business/Office Manager**

**Status:** ADOPTED

**Original Adopted Date:** 11/10/2022 | **Last Revised Date:** 12/12/2024 | **Last Reviewed Date:** 12/12/2024

Creston School District #9

**BUSINESS/OFFICE MANAGER**

**REPORTS TO:** Principal

**FLSA Designation:** Exempt

**UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

**ESSENTIAL FUNCTIONS:**

Assists with the daily operations of the District.

In consultation with the principal:

Generates timely financial statements and other financial reports upon request, including fiscal and statistical reports.

Assigns and distributes fiscal responsibilities

Creates and applies fiscal controls and procedures.

Assists in development of the budget.

Establishes procedures necessary for budgetary controls.

Establishes procedures for purchasing in accordance with Board policy.

Directs the preparation, advertisement, and dissemination of bid documents.

Directs the preparation and dissemination of payroll.

Responsible for all financial procedures and records.

Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, and checking and recording information

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

- Three years experience in accounting, economics, or finance or related field; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Knowledge of finance and budgeting principles.
- Ability to understand, apply, and use personal computers, software applications (e.g. Microsoft applications, Google Drive, etc.), and accounting software (Black Mountain preferred).
- Strong leadership and communication skills.
- Able to establish and maintain effective working relationships with students, staff, and the community.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations.
- Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

A variety of electronic and technology devices, copy machine, fax machine, telephone/voice mail.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee constantly works around others, works with the public, and works inside. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

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