

**PROFESSIONAL JOB DESCRIPTION**  
**POSITION TITLE: Assistant Business Manager**

**PURPOSE:** Perform day to day functions in support of the District's Business Office

**REPORTS TO:** District Business Director

**SUPERVISORY RESPONSIBILITIES:** Manage the Food Service Department

**PRIMARY RESPONSIBILITIES:**

- 1) Perform all duties and responsibilities associated with accounts payable. These duties include, but are not limited to:
  - a) Timely payment of bills
  - b) Ensure appropriate expense coding
    - i) Prepare bank deposits and verify receipts
  - c) Accurate setup of all vendors
  - d) Enroll employees in PO system
  - e) Provide employee PO system training and assistance
  - f) Maintain W-9 records
  - g) Provide accounts payable assistance to Crestone Charter School
- 2) Perform payroll functions for both Moffat and Crestone schools
  - a) Maintain Attendance on Demand timekeeper system
  - b) Ensure accurate maintenance of payment contracts
  - c) Enter and process monthly payroll and special payrolls
  - d) Process all payroll taxes, PERA reporting, benefit and payroll deductions
  - e) Quarterly reporting, including 941 reports, unemployment and FAMILI benefits
  - f) Communicate annualized costing of district benefit plans
  - g) Annual reporting of W-2, 1099, and APA
  - h) Manage annual leave payouts
- 3) Reporting and filing of Workmen's Compensation claims
- 4) Administer benefit plans for both Moffat and Crestone schools
  - a) Point of contact for all benefit vendors
  - b) Communicate annualized costs of benefit plans
  - c) Maintain elected benefit plans for all employees
  - d) Maintain employee leave balances
  - e) Data entry in AptaFund

- 5) Manage Food Service Department and act as Food Service Authority with the State. Including, but not limited to:
  - a) Oversee Food Service Director, including performance plans and reviews
  - b) Oversee training of the Food Service staff in the use of the software and accountability system
  - c) Acting as point person for compliance with the Office of School Nutrition and USDA requirements
    - i) Oversee CDE administrative reviews
    - ii) Completion of CEP application
    - iii) Filing of monthly meal claims
    - iv) Responsible for setup of meal service to the Crestone Charter School location
- 14) Maintain a high level of security, confidentiality and professionalism in all situations.
- 15) Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
- 16) Be familiar with and follow all FERPA (FAMILY Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
- 17) Assist with the annual district audit.
- 18) Perform all other duties as may be assigned by the District Business Director.