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 FAMLI 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.