

School District of Waupaca
Director of Business Services Assistant/Accountant
Job Description

QUALIFICATIONS:

- 1) High School Diploma, Associate and or Bachelor's degree in related area of concern
- 2) Coursework and/or experience with current technological practices
- 3) Demonstrated aptitude or competence for assigned responsibilities
- 4) Good communication skills
- 5) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Business Services

GENERAL RESPONSIBILITIES:

To contribute to the efficient operation of the central office so that it can play its effective part in the education process. To assist the Director of Business Services in the efforts to serve the district and cross train to the others support positions of the central office.

ESSENTIAL FUNCTIONS:

- 1) Administrative assistant to the Director of Business Services.
- 2) Maintain and keep up-to-date the district forms available on the school website.
- 3) Maintain Business Services website as needed
- 4) Processes and inputs the Annual DPI Fall staffing report (1202) (WISESTAFF)
- 5) Files and maintains the quarterly and annual Medicaid financial reports
- 6) Maintain and issue security for all staff to the district purchasing system and district employee access system (ERMA)
- 7) Assist Business Manager with budget development manual
- 8) Input district budget into district financial software program
- 9) Maintain, receipt and input all district revenues.
- 10) Reconcile general fund and payroll checks to the bank on a monthly basis.
- 11) Maintain and assure monthly cash reconciliation in accordance with Auditors expectations
- 12) Gather all required information for auditors and act as district contact for all auditor needs including CEC audits and authorizer reports.

- 13) Add new vendors to the financial software system when Accountants Payable is unavailable
- 14) Prepare tax forms and reports (W2, 1099, 1094, 1095 etc.)
- 15) Make daily bank deposits for district and lunch program
- 16) Assist in daily distribution of district incoming and outgoing mail when needed.
- 17) Maintain confidentiality and loyalty to employer
- 18) Notary
- 19) Approve and review all district Purchase Orders
- 20) Act as Deputy Clerk for election purposes for school board elections
- 21) Plan/Coordinate/Track/District Contact for all staff Personal Health Assessments
- 22) Prepare all Board Monthly Financial Reports
- 23) Maintain/Schedule/Assist managing Director of Business Services Meeting Calendar
- 24) Provide Building Principals with Monthly Expenditure to Budget Reports
- 25) Keeps district office file room organized and up to date and annually purge outdated financial records of the Director of Business Services.
- 26) District Financial Software Administrator (Skyward)
- 27) Responsible for all district journal entries
- 28) Responsible for ensuring Title I, and Title I Neglected grants and other miscellaneous grants are accurate, compliant and submitted the claim to DPI
- 29) District Student Activity Account and Donation and Fundraising Accountant inclusive of communicating with those stakeholders and answering questions and guiding them to this regard
- 30) Responsible for any 66.03 Financial Agreement reconciliation ensuring accuracy and collection of funds from the entity
- 31) Responsible for all incoming Tax Levy dollars ensuring proceeds received are accurate and attained
- 32) Responsible for collecting, maintaining and filing all vendor contracts and agreements
- 33) Maintain the list of forms for staff contained in staff resources.

- 34) Train staff on ERMA and purchasing procedures and serve as resource for questions on those platforms.
- 35) Coordinate and handle the FLEX program for the district.
- 36) Assist Building & Grounds Supervisor as needed with Safety Plan and documentation.
- 37) When Human Resource Liaison is absent, accepts job applications and answers questions in regards to openings within the District

OTHER FUNCTIONS:

- 38) Perform other responsibilities as assigned by Director of Business Services
- 39) Cross train to both payroll and accounts payable.
- 40) Promote a positive image of the District at all times.

Adopted: 12/13/16

Revised: 08/20/19
09/08/20