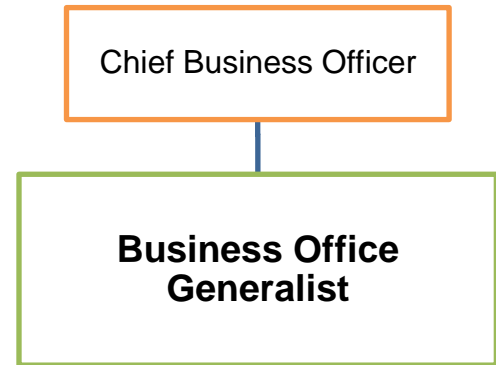


BUSINESS OFFICE GENERALIST

Job Title:	Business Office Generalist
Initial:	September 14, 2017
Revised:	
Work Year:	261 days
Office:	Business
Department:	Business
Reports To:	Chief Business Officer
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 2

Related Organization Chart



POSITION SUMMARY: The Business Office Generalist is a role intended to have ability and skillsets useful in many, if not all, areas of the Business Office, with the expectation that persons serving in this role will apply that wide-ranging ability to each area of the Business Office as normal ‘busy-seasons’ occur in each office and/or in times of stress or capacity concerns due to staff turnover or timely project needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Oversee the district’s Impact Aid process, from document distribution to reporting and follow up with federal oversight agencies.
- Coordinate and lead the Mill Levy Oversight Committee to include reporting and facilitating regular meetings where MLO requests are heard and considered by the committee for either endorsement or caution.
- Act as authorized fiscal representative for the district.
- Provide assistance, support and training for district staff.
- Establish budgets with program administrators. Coordinate cost factors, receipts and budget administration.
- Ensure compliance with state/federal fiscal laws, regulations and Board policies. Maintain knowledge of legal and regulatory changes.
- For specific departments:
 - Human Resources: perform advanced reporting and data analysis for personnel-related matters, both routine and ad-hoc.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Finance & Accounting: serve as a 'first line' backup for systems, cash management, and departmental logistics when regular personnel are unavailable.
 - Community & Facility Planning: serve as a backup for, and collaborator with, CFP Manager on project planning and meeting representation.
 - Purchasing & Contracts: assist with recognition of connected, but separate, components of process and documentation.
 - Risk & Benefits: act as a secondary backup for routine process of workers' compensation reporting with district service provider.
 - Perform other duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibilities. Acts as a resource and subject matter expert for various business issues, including training, demonstrating and answering questions.

Work is assigned by Chief Business Officer and members of the Business Office Leadership Team. This position requires application of position knowledge to efficiently assist others with accounting issues and follow/comply with policy, regulation, and process guidelines. Decision-making requires collaboration other Business Office Staff.

Budget Responsibility:

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training:

- Bachelor's degree or equivalent preferred or advanced training in accounting.

Experience:

- Accounting and/or Finance experience preferred, general business experience also applicable.

Knowledge Skills & Abilities:

- Writing, communication, basic math, interpersonal, decision-making, analytical and accounting skills.
- Knowledge of accounting procedures, externally funded programs and accounting requirements.
- Demonstrated ability to use spreadsheets (MS Excel) and database (MS Access) software.
- Operating knowledge of other computer software such as Word, Outlook, Adobe Acrobat and accounting systems preferred.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that employee must meet to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The noise level in the work environment is usually very quiet.

Mental Functions: While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills and compile. Occasionally required to copy and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.