

GILA COUNTY REGIONAL SCHOOL DISTRICT #49

439 South Fourth Street (P.O. Box 2750) • Globe, Arizona 85501•

• Phone: (928) 425-7800 • Fax: (928) 402-0038

www.gilacountyschools.org

VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: May 24, 2010 External Post
CLOSING DATE: Until Filled
JOB CLASSIFICATION: Classified

JOB TITLE: Office Manager

LOCATION(S): Globe Education Center

BEGINNING DATE: June 15, 2010

TERMS OF EMPLOYMENT: Full-Time, 12-Month

SALARY: \$14 - \$17 per hour, DOE
ASRS match, health insurance, vacation and sick leave
Paid Federal, State, and District approved holidays
Ninety (90) Day Probation

REPORTS TO: Superintendent

POSITION DESCRIPTION

The Office Manager administers the business, financial and office affairs of the District in such a way as to provide the best possible education services with available financial resources. The Office Manager is responsible for the district's business and financial functions, purchasing, food service reporting, transportation reporting, maintenance of personnel records and other duties as assigned by the Superintendent.

ESSENTIAL DUTIES & RESPONSIBILITIES *(Other duties & responsibilities may be assigned.)*

1. Manage District financial operations including fiscal services, payroll, purchasing, accounts payable, student activity fund accounting, food service accounting, transportation accounting, general fixed assets, grants and related reporting, and facilities management in conformance with the USFR and other applicable policies and laws.
2. Monitor budgets and expenditures to ensure that allocations are accurate, related revenues are generated, expenses are within budget limits and appropriate accounting and fiscal practices are followed.
3. Generate and submit timely financial statements and other financial and statistical reports upon request and as required by the state of Arizona and various district, state, and federal agencies, including the management of grants.
4. Prepare and process purchase orders; order and receive needed supplies, services and goods.
5. Prepare and submit bi-weekly payroll and expense vouchers to the Gila County School Superintendent's Office.
6. Ensure monthly reconciliation of district, state and federal funds with the Gila County School Superintendent's Office and the Gila County Treasurer and other entities as required.
7. Collect, deposit and reconcile miscellaneous receipts in conformance with USFR and applicable policies and laws.
8. Assist Superintendent in development, administration and monitoring of the district budget, including filing of all required reports related to the budget in conformance with state guidelines.
9. Maintain official District and School calendars.
10. Ensure maintenance and operation of office equipment.
11. Maintain files and materials necessary for district, state and federal audits.
12. Implement and monitor accounting procedures to maintain accurate records and internal controls.
13. Maintain a risk management program including recommending and securing proper levels of insurance coverage, maintenance of policies, inventory and appraisal documents.
14. Maintain records of vehicles and mileage and usage for each vehicle; file appropriate state reports.

15. Act as custodian of all records and historical documents of the District, including but not limited to personnel files, student records, financial records, property records, minutes of Governing Board meetings
16. Maintain confidentiality regarding personnel and student information.
17. Inform Superintendent and Governing Board of the business operations of the district.
18. Prepare Governing Board meeting notice, agenda and packets; attend Governing Board meetings; take and maintain accurate minutes.
19. Provide support to Principals and school staff as needed.
20. Answer inquiries and furnish information concerning programs and procedures.
21. Perform other duties as assigned by the Superintendent or the Principal as authorized by the Superintendent.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside using a computer, calculator, copier, fax machine, telephone and voice/e-mail. The employee must be able to meet deadlines with strict time constraints. The noise level in the work environment is usually at a moderate level.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist; kneel. The employee will experience frequent to constant use of a computer. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. The employee may be required to lift or move up to 20 pounds.

MENTAL/MOTOR DEMANDS

While performing the duties of this job, the employee most often performs routine work using standard office equipment. The employee frequently exercises flexibility and shifting priorities (ability to shift from one task to another). The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in tasks which require mental focus and attention to detail. The employee is frequently involved in professional and social interactions which require strong oral and written communication skills. The employee is frequently involved in interactions with administrators, staff, students, parents and vendors which require strong communication and interpersonal skills as well as sensitivity to the situation. The employee may interact with many types of personalities and other individuals who may be angry, difficult or indifferent. These factors may contribute to a stressful environment.

MINIMUM POSITION REQUIREMENTS

- Bachelor's Degree in Accounting or Business Administration or equivalent coursework and experience in a related field
- Minimum five years successful business office experience; school finance experience preferred
- Working knowledge of general finance and accounting principles; working knowledge of the Uniform System of Financial Records (USFR) and school finance preferred
- Working knowledge of state and Federal payroll and tax requirements and operations
- Proficient computer skills including working knowledge of school district computer systems and software, i.e. Visions, Schoolmaster, Excel, etc.
- Ability to work independently, analyze, and make recommendations and decisions that support effective operations and efficient use of District resources
- Excellent communication skills, written and oral
- Ability to communicate in Spanish a plus
- Strong interpersonal skills, including the ability to develop and maintain positive relationships
- Alternatives to the qualifications above as the Board may find appropriate and acceptable

APPLICATION PROCEDURES

Submit the following to Dr. Linda O'Dell, Superintendent: 1) Employment Application; 2) Resume; 3) Two-three current letters of recommendation; 4) Valid Arizona driver's license and proof of personal insurance; and 5) Fingerprint Clearance Card.

NOTICE OF NON-DISCRIMINATION: The Gila County Regional School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The County School Superintendent has been designated to handle inquiries regarding non-discrimination policies.

My signature below indicates I have read and understand the duties and responsibilities, qualifications, equipment used, work environment, physical, mental and motor demands of this position.

Position_____

Location_____

Employee Signature

Date

Supervisor/Superintendent Signature

Date