

## **BUSINESS OFFICE PERSONNEL**

### **CASH RECEIPTS /ACCOUNTS RECEIVABLE /ACCOUNTS PAYABLE POSITION**

#### QUALIFICATIONS

1. Exhibits expertise regarding computers/office equipment.
2. Exhibits a pleasing personality.
3. Detail oriented and able to work with deadlines

#### SUPERVISORY RESPONSIBILITIES

1. Position is supervised by the business manager.

#### RESPONSIBILITIES

1. Maintain confidentiality of information regarding the school.
2. Handle telephone and written correspondence.
3. Operate and maintain office machines and computers.
4. Is familiar with rules, regulations, and policies of the school.
5. Establish good rapport with administrators, staff, and the public.
6. Maintains a filing system and keeps office files current.
7. Operation of a Windows based accounting system.
8. Process invoices, code vouchers, and prepare accounts payable checks.
9. Assemble the monthly Business Office Report for the Board.
10. Receipt, code, and deposit revenue.
11. Assist with bank reconciliation.
12. Prepare and code general journal entries as needed.
13. Maintain accounts receivable records.
14. Maintain minute books and publish minutes.
15. Prepare and disburse monthly administrator budget reports.
16. Complete monthly and annual reports.
17. Process and code travel vouchers.
18. Record and reimburse employees for in-district travel.
19. Prepare and submit workers compensation forms.
20. Coordinate school elections.
21. Maintain open enrollment records.
22. Other duties as assigned.