



Greater Albany Public Schools

Assistant Business Manager

Salary Level: \$106,105 - \$117,149

Reports to: Executive Director of Business and Finance

Work Calendar: 260, 12-month

Classification: Administrative

Location: District Office

Shift: 7:30-4:30 pm

Position Description

The Assistant Business Director assists with the operations and function of the Business Department in support of the financial well-being of the district. The position is responsible for supporting and administering financial systems, processes and internal controls that provide reasonable assurance the district's financial objectives of reliable reporting, protection of assets and effective and efficient operations are achieved. The position provides professional and strategic analysis support, and reports directly to the Executive Director of Business and Finance.

Essential Duties and Responsibilities:

- Provides accounting and reconciliation support to Payroll and HR procedures
- Utilize accepted accounting principles to ensure compliance with Governmental Accounting Standards Board (GASB), all State, Federal and local laws, regulations and court decisions applicable to public school financial management.
- Assists District management in the development of the budget
- Assists with the District's financial audit process, maintains audit trail for financial transactions
- Conduct bank and cash reconciliations and analysis, balance liability and asset accounts
- Provides back-up support to other staff in case of absence or work overload and performs other related duties as assigned
- Knowledge and training with state procurement laws and processes
- Ensures that all grant and public contracting requirements are adhered to
- Develop and conduct RFP processes as needed and for program areas such as banking, audit and purchasing.
- Maintains effective and respectful working and communicative relationships with staff, students and public
- Ability to lead and function in a team environment
- Self-motivated with the ability to maintain punctual and reliable attendance;
- Perform other duties as assigned by Executive Director of Business and Finance

Minimum Requirements:

- Bachelor's degree in Business Administration or Accounting
- Minimum three years' of successful accounting and/or finance experience, preferably in K-12 or public sector accounting

Desired Qualifications:

- Payroll processing experience
- Governmental accounting experience
- Understanding of Infinite Visions accounting system

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified Applicants.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job requires the following physical demands; some lifting of file boxes weighing up to 20 pounds, pushing, and/or pulling; significant fine finger dexterity. This job is performed in a generally clean and healthy environment.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

I have read and understand this job description.

Signature: _____ **Date:** _____